Harl Warren Governor

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 6, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 Native Sons: Building SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

MANUAL LETTER NO. 95

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours, .

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5 Attachments

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento August 2, 1946 FILED

in the office of the Secretary of State of the State of California

AUG 9 - 1946

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

1297

MANUAL LETTER NO. 95

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Amount of Grant
Institutional Inmates
Investigation and Decision
Continuing Services
Financial Procedures

Revisions 44 and 45 Revision 44 Revisions 126 through 142 Revisions 133 through 142 Revision 195

These revisions were approved by the Social Welfare Board on July 26, 1946.

The revised portions of Sec. 158-10 include a deletion and a restated item. The content of items I-E-10, Income from Parent Receiving OAS, ANB or APSB, and I-E-11, Income from Members of Household not Included in the Family Budget Unit, on page eight of Sec. 158-10, is combined in a new item I-E-10 and the three subsequent items renumbered. Pages 7, 8, 9, and 10 are to be replaced by the revised pages. The revision is intended to clarify the handling of cases where an OAS, ANB, or APSB grant is pooled with a family receiving ANC. Allowance shall be made for clothing, incidentals, transportation and special needs, if any, in accord with the OAS budget.

Sec. 165-00, Subvention for Hospital or Infirmary Care, contains an important change in the method of claiming subvention. Hereafter, the county rendering care in its hospital or infirmary to a former recipient shall claim the subvention irrespective of the former recipient's residence. Thus, if a person in process of transfer from one county to another county receives care in the second county's hospital or infirmary, the second county claims subvention even though the person has not acquired one year of residence in that county. A few counties having no county hospital have contracted with another county to render care on their behalf in accord with a definite financial arrangement. When such contractual arrangement exists the county paying for the care rendered in another county's facilities shall claim. Section 362-48, Reporting Payment

to County for Institutional Care on Notice of Change, Section III, provides that the county of residence shall be indicated on the notice of change as a way of identifying the case when the county claiming subvention is not the county of residence.

In Sec. 237-75 instructions for using and completing the certificate of eligibility in ANC have been brought up to date and in line with current policies regarding establishment of parentage, the absent father and illegitimate classifications. Instructions for using the certificate of eligibility to show additional children placed on aid have been amplified and illustrations given as to how to handle situations when the payee is the same and when the payee is different. Material in this section has been rearranged, amplified, and in some instances restated and examples expanded. It is important that it be carefully reviewed and followed by all county staff members handling ANC cases.

Secs. 361-10, Decrease in Grant, and 361-50, Discontinuance of Aid, present no changes in OAS or ANB policies but are now applicable to ANC. Special attention should be given, however, to the "note" under I-D in Sec. 361-10 and under I-B in Sec. 361-50 which permits deviation from these policies in ANC when hardship would result.

Sec. 361-12, Adjustment Due to Absence of Child from Home, states a policy not heretofore covered by the manual.

Sec. 671-30, County Record of Amounts Collectible, is an important new section requiring that records of collection activities be kept by the counties and specifying the minimum information which they shall contain. Suggestions for the installation of such records are available through the SDSW.

158-10 (I-E Continued)

Page 8 of 158-10

# 10. Income from Members of Household Not Included in the Family Budget Unit

Net income to the family unit from members of the household is their actual payment, minus food per ANC budget schedule, and the individual's prorated share of rent, utilities, and household operation.

If members of the household are receiving OAS, ANB, or APSB the food item shall be allowed per the OAS budget schedule, and if the assistance grant is pooled with the family, allowance shall be made for clothing, incidentals and transportation in accord with the OAS budget schedule, and for special needs if any.

### 11. Income in Kind

A resource in kind, which is received with sufficient regularity to be counted on for meeting basic continuing needs, may be considered income to the family budget unit when a reasonable evaluation of such resource has been determined on a monetary basis. Home produced foods for use of the family only and the value of free clothing and household linens, etc., need not be considered income. When income in kind is a total budgetary item, such as free rent and free board, no evaluation need be placed on them as such items do not appear in the budget for the family.

# 12. Income Designated for Children Eligible for Federal Participation

#### Basis for Participation

Federal participation for ANC is limited to payments made to cover the overhead expenses for the household and the individual needs of children eligible to Federal participation, and person essential to their well-being, such as parents or relatives acting in the place of parents.

158-10 (I-E-8 Continued)

Page 7 of 158-10

Net earnings are gross earnings, less involuntary deductions made by the employer or the U.S. Government, less

1. Allowances determined on an actual basis for (a) meals away from home; (b) dental and medical care; (c) transportation; (d) clothing and incidental needs, in addition to items shown in the basic budget schedule; and (e) estimated expenses for an approved educational or other plan, or special need.

OR

2. Monthly allowances as listed below:

Meals away from home	\$10.00
Dental and medical care	\$ 3.00
Transportation	\$ 4.00
Clothing needs, in addition to amount given	
on basic budget schedule	\$ 5.00
Incidentals - 15% of gross earnings less	
involuntary deductions	\$
Approved educational, other plan, or	NORWING STARTED TRAVEL TO SECURE
special need estimated expenses	\$
	Strange of Samuel Street, Spinish

OR.

- 3. Amounts determined by the combined adaptation of 1 and 2, that is, by an actual expenditure basis for some items as provided in 1, and specific allowances for others as shown in 2.
- 9. Income from Contribution of the Emancipated Minor or Adult Child
  - a. If living in the home -

Net contribution from the emancipated minor (for determination of emancipation see Sec. 171-40) or the adult child shall be considered as income to the family budget unit. "Net contribution" is actual contribution minus food per budget schedule and child's prorated share of rent, utilities, and household operation.

(The emancipated minor under 18 is included in the grant if his earnings do not cover his budgetary needs.)

b. If living out of the home -

Actual contribution of the emancipated minor, or the adult child not living in the home, shall be considered income to the family budget unit.

### 158-10 (I-E Continued)

Page 10 of 158-10

13. Other information relating to Income in ANC may be found in the following Manual sections:

141-05 Types of Personal Property

151-10 Definition of Income in ANC 151-20 Definition of Resource

151-40 Definition of Small Intermittent Income in ANC

151-60 Income from Annuities, Pensions, Compensation, Trust Funds, Etc.

151-65 Income from Servicemen's Dependents Allowance Act

151-90 Income from Crops or Livestock

152-00 Net Income from Real Property

152-20 Income from Personal Property

152-40 Loans as Income

153-40 Income from Court Orders

153-50 Allotments from Inmates of Penal Institution

153-70 Income from Private Agencies or Other Sources

158-07 Individuals to Whom Mandatory Standards of Care are Applicable

171-40 Rights and Privileges of Parents of Minor Children

233-25 Verification of Income

233-30 Verification of Unemployment Insurance

233-35 Verification of Old Age and Survivors Insurance

233-40 Verification of Family Allowances For Dependents of Servicement

351-25 Reinvestigation of Income

#### II. THE FAMILY BUDGET METHOD

#### A. GENERAL GOVERNING PRINCIPLES

In order to conform to the requirements governing the budget method for determining the amount of the grant to which each family group is entitled, it is the responsibility of the county worker to know the situation of each applicant; to discover how adequately the family can meet their problems for themselves; to determine the extent of their financial need and to what extent that need can be met within the provisions of ANC.

When essential information about the family situation is secured, the worker is in position to relate the case to the ANC economic standard.

The county worker should have a thorough understanding of the composition of the budget schedule and the sources of its standards. (See GLOSSARY - SOURCE OF STANDARDS FOR BUDGET SCHEDULE, ANC.)

158-10 (I-E-12 Continued)

Page 9 of 158-10

If children <u>ineligible</u> to Federal participation are included in the budget for the family budget unit, and there is income designated for the eligible children, Federal participation for the eligible children is based on actual Federal matching basis for such eligible children.

The actual basis for Federal participation would be determined by deducting the income designated for children eligible to Federal participation from the budget for the family budget unit, from which the needs of the ineligible children have been deducted. "Needs" refer to food, clothing, personal and special needs of the ineligible children. (See II "C" IN THIS SECTION, INSTRUCTIONS FOR USE OF FORM GEN M48-COMPLETION OF "M".)

### Reporting

a. In new cases, if the actual amount which was determined as the basis for Federal participation for the eligible children, is smaller than the maximum basis for Federal participation, (\$18 for one child, \$12 for each additional child), such amount shall be reported under Item 11B on the Certificate of Eligibility (FORM CA 201). (SEE ITEM IIC IN THIS SECTION, AND SEC. 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

#### EXAMPLE:

IIA ASSISTANCE PLAN - BUDGETARY BASIS FOR DETERMINING NEED:	IIB	VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN
1) TOTAL BUDGET FOR THE FAMILY UNIT \$120 2) TOTAL INCOME TO FAMILY UNIT \$45 3) DEFICIENCY		GEN M48 9-16-44 LET. 9-5-44 DASI BUR.
4) ANC GRANT		BASIS FOR FED. PART. \$35 (SEE SEC. 158-10 - 110)

b. In turrent cases, if the actual amount for Federal participation for the eligible children is smaller than the maximum basis (\$18 for one child, \$12 for each additional child) such amount shall be reported on the Notice of Change (Form CA 232) under "Reason for Change." (See Item IIC IN THIS SECTION, AND Sec. 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

#### EXAMPLE:

"BASIS FOR FEDERAL PARTICIPATION \$35.00"

165-05 DEFINITION OF COUNTY INSTITUTION UNDER W&IC, SECS. 2160.7
AND 3044.1
OAS ANB

165-05

A county institution, as the term is used in W&IC Secs. 2160.7 and 3044.1, is an institution established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintenance. (W&IC 2140, 2160.7, 3044.1, 3075)

165-15 BASIS FOR STATE PAYMENT -COUNTY INSTITUTIONAL CLAIM UNDER W&IC, SECS 2160.7 AND 3044.1

165-15

The state s payment for medical, hospital, or infirmary care mendered in a county institution shall not exceed the amount of the state s participation in the amount of aid the person was receiving when admitted to the institution. (See Sec. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER WALL SECS. 2160.7 AND 3044.1.) (WALL 2160.7, 3044.1)

EXAMPLE A: UPON ADMISSION TO THE COUNTY INSTITUTION THE AND RECIPIENT'S GRANT WAS \$26 A MONTH AS HE WAS RECEIVING BOARD AMD ROOM IN HIS DAUGHTER'S HOME. THE CLAIM FOR STATE SUBVENTION SHALL BE MADE ON THE BASIS OF A \$26 MONTHLY AND GRANT.

Example 8: When admitted to the county institution the OAS recipient's grant was \$48 as \$4, the value of occupancy of his own home, was deducted from total need of \$52 the claim for state subvention shall be made on the basis of a \$48 monthly OAS grant.

In all cases where payment to the county for institutional care is to be claimed, the county board of supervisors shall take action requesting such payment in the first month for which the claim is being made if possible. (See Sec. 362-48, Reporting Payment to County for Institutional Care on Notice of Change, Section !!!)

There shall be no overlapping of payment to the county for institutional care and payment of aid to the individual. If upon release from the county institution the former recipient is eligible for restoration, aid should be restored for the balance of the month in which he is not in the institution. (See Sec. 2:5-00, RESTORATION OF AID.) When aid is restored as of the date the former recipient leaves the county institution, claim for the institutional subvention shall terminate as of the preceding day. (Wall 2:40, 2:60, 3:044, 3:075; AGO NS5350)

EXAMPLE C: A FORMER RECIPIENT OF OAS OR AND LEAVES COUNTY INSTITUTION MARCH 15 AND AND 18 ME STORED EFFECTIVE ON THAT DATE. MARCH 14 IS THE LAST DAY FOR WHICH THE INSTITUTIONAL SUB-VENTION IS PAYABLE.

A former recipient for whose care the institutional subvention is paid may die before the end of the particular month. Claim for the institutional subvention in such case shall be based upon the full month. (Walc 2:40, 3075; AGO NS5350) (See Secs. 165-00, Subvention for Hospital or Infirmary Care, 165-05, Definition of County Institution under Walc Secs. 2:60.7 and 3044.; 362-48, Reporting Payment to County for Institutional Care on Notice of Change, Section 3:11; and 627-25, County Institutional Claim Under Walc Secs. 2:60.7 and 3044.;)

164-30 ELIGIBILITY UPON ADMISSION TO STATE HOSPITALS OAS, ANB, APSB

164-30

Court commitment to a state institution constitutes permanent confinement in that institution and therefore aid shall be discontinued as of the last day of the month in which the recipient enters the institution. (See Sec. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES.)

Aid may be continued for recipients of OAS, ANB and APSB who are admitted to a state hospital for a temporary period. The probable duration of confinement must be ascertained at the time of admission, and the regular rules with respect to continuance of aid during temporary hospitalization apply. (SEE SEC. 164-10, ELISTIPERING HOSPITALIZATION.) (WAIC 2140, 2160E, 3044, 3075, 3444, 3460)

165-00 SUBVENTION FOR HOSPITAL OR INFIRMARY CARE OAS, ANB

165-00

A claim for payment to the county for medical, hospital or infirmary care rendered a former recipient of OAS or ANB in a county institution at county expense may be made when all of the following conditions are met. (See Sec. 165-05, Definition of County Institution Under W&IC Secs. 2160.7 AND 3044.1.)

- 1. The individual was eligible to and was receiving aid on the date of admission.
- 2. The individual has been continuously confined in the institution and two calendar months since date of admission have elapsed. (SEE SEC. 164-10, ELISIBILITY DURING HOSPITALIZATION.)
- 3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

Subvention shall be claimed by the county rendering the care in its hospital or infirmary irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between the two counties in which case the county paying for the care rendered shall claim. (Wall 2140, 3075)

237-50

## Denial by the Board of Supervisors (ANB, APSB)

Leave blank when approval of aid is recommended. When denial of aid is recommended, show complete action of the board of supervisors, name of county and date of action.

## Signature of County Clerk or Deputy (ANB, APSB)

Form Bl 201 shall be signed by the county clerk or deputy (or chairman of the board of supervisors). The signature may be either the original or a facsimile.

### Identifying Data (ANB, APSB)

The section on the reverse side of the Form Bl 201 headed "County: Complete This Information" shall be accurately completed by the county. This information provides the identifying data relating to the applicant and is the basis for indexing in SDSW office.

County: Record name of county in full, not in abbreviated form.

County Number: Record county case number. Name of county need not be repeated. 
Applicant: Record surname first, then full given name. The use of initials should be avoided unless applicant's given name consists of initials only. 
Guardian: If a legal guardian has been appointed by court, record guardian's name.

(W&IC 3075, 3460)

237-75 INSTRUCTIONS FOR THE USE AND COMPLETION
OF THE CERTIFICATE OF VERIFICATION
OF ELIGIBILITY
AND

Page 1 of 237-75

### WHEN REQUIRED

- 1) A certificate of eligibility, Form CA 201, shall be submitted for all the children of a family for whom application is made even though the basis of their eligibility may be different. ("Children of a family" means children of a common parent who live in the same household or children of a common parent who ordinarily live in the same household but who are placed in a boarding home, the home of a relative, or an institution.)
- 2) A separate certificate of eligibility shall be submitted for a child whose name appeared on the original application but for whom ANC is granted by a separate subsequent action of the board of supervisors. (See Sec. 611-50, Beginning Date of Aid New Applications) Under Additional Children (at end of this section) instructions are given for completion of certificate of eligibility for the additional child.

237-50

Eligibility Requirements

### Proof of Eligibility

### Plan for Self-Support (APSB)

A. Record "Yes" or "No", as verified. (See Sec. 233-50, Verification of Plan for Self-Support.)

B. State type of training.

C. Record "Yes" or "No" as verified.

D. Record type of enterprise.

A.B.C. and D. Record nature date and location of evidence.

Example: "Corres. University of California 4/10/42 in co. file; appl. visited by worker at his law office 4/15/42 and acct. books inspected; report in county file."

### Certification and Recommendation (ANB, APSB)

- A. Record the amount of aid recommended. The recommendation shall be in accordance with the ANB and APSB Laws and the rules and regulations of the SDSW.
- B. Leave blank when approval of aid is recommended. When denial of aid is recommended, the specific reason for denial shall be recorded.

### Signature of County Worker (ANB, APSB)

The county public assistance worker making the investigation should sign Form Bl 201 and give date of completion of investigation. The signature may be either the original or a facsimile.

### Signature of County Case Supervisor or Director (ANB, APSB)

The Form Bl 201 should be signed and dated by the county public assistance case supervisor or county welfare director. The signature may be either the original or a facsimile.

## Approval by the Board of Supervisors (ANB, APSB)

Name of county, date of action, amount of aid approved, and date of beginning aid shall be shown.

Page 3 of 237-75

When a Summary of Information from Review of Documentary Evidence (Form CA 203) is retained in the county file as verification of a point of eligibility, record the nature, date and location of the original documentary evidence. Reference only to the Form CA 203 is not adequate. Typical examples of acceptable recording follow.

Eligibility Requirements

- 1A. Children's Surname
  Record children's surname.
- 1B. Mother's Name
  Record mother's given name and surname. If the mother's surname is the same as that of the children, record only her given name.
- Record natural father's given name and surname. In the illegitimate classification when paternity has not been acknowledged or legally established record "alleged" or "all" following father's name.

Litter

How Verified

1D. Evidence verifying parentage
Record: (1) nature of evidence;
(2) date of original document,
(3) where document may be reviewed. (See Sec. 191-10, Determination of Parentage.)

EXAMPLE A: CERT. CPY. MARRIAGE CTF. MARRIED 4/19/33. APP S. POSS.

,NOTE -WHEN PARENTAGE IS ESTABLISHED BY VERI-FICATION OF MARRIAGE, RECORD DATE OF MARRIAGE.

When no marriage evidence is available:

Example B: Go. Hosp. Operation permit signed 3/6/42 By Man as fa. Birth CTF. NAMES WO. AS MO. 9/.7/33, CO. File

In some instances, evidence verifying parentage will include evidence to overcome the presumption that the husband is the father of the children.

Example c: (When presumption that the hus-Band is the father is overcome) Final decree of divorce 3/8/37 app. s poss. Aff bs. Both parents acknowledging parentage 3/18/45, co. File.

In the Illegitimate classification record evidence of maternity.

Example D: Birth CTF. NAMES WOMAN AS MO. 7/9/33, CO. FILE.

In the Foundling classification parentage is unknown, therefore record "See 2B".

In the Abandoned Child classification when child is declared abandoned by court, record "See 2B".

Page 2 of 237-75

3) A separate certificate of eligibility shall be submitted when a separate subsequent application for an additional child is made and ANC is granted by a separate subsequent action of the board of supervisors. Under Additional Children (at end of this section) instructions are given for completion of certificate of eligibility for the additional child.

### TOP OF FORM

Name of Applicant - Record the name of the applicant as shown on the Application (Form CA 200).

Relationship to Child - Record the relationship of the applicant to the child. If no relationship exists, record "None".

County Number - Record the county number if it is different from the SDSW number.

Former State Number - If the case is a transfer, a reapplication or an application for an additional child, record the State number formerly assigned by the SDSW.

State Number - The State Number should be inserted on the county's copy of Form CA 201.

If Non-County Case - Check in the square provided if the application is submitted on a non-county basis.

ELIGIBILITY REQUIREMENTS - Record only verified data in the left-hand column under "Eligibility Requirements." Information given by the applicant or others which is not substantiated by proof on file should not be recorded.

PROOF OF ELIGIBILITY - In the right-hand column under "Proof of Eligibility" record the nature, date and location of evidence verifying the information recorded under "Eligibility Requirements." Brief, concise statements are desired. Complete sentences are not necessary provided the verified data are clearly set forth.

(Section Continued on Next Page)

Trends and Committee of the Augustin

Page 5 of 237-75

Eligibility Requirements

How Verified

# Absent Father Classification (See Secs. 193-15, 235-45)

Record: (1) that Form CA 220, Affidavit Concerning Father's Absence, is on file, (2) by whom signed (mother or person in loco parentis), (3) date it was signed, (4) date that father's continued absence began, (5) date that father last provided full support. (6) Whether mother is maintaining a home (when child is not with mother). (7) whether father is maintaining a home (in foster care cases when mother is not maintaining a home).

EXAMPLE AS 2A. (WHEN MOTHER MAINTAINING A HOME) CLASSIFICATION A.F.

28. EVIDENCE VERIFYING CLASSIFICATION
CA 220 BY MO. 9/6/46-CO. FILE. FA'S.
CONT'D. ABSENCE BEGAN 10-8-41. FA.HAS
NOT FULLY SUPPORTED SINCE 12/5/41. MO.
MAIN. HOME.

Example B:
2A. (When children receiving foster care and mother not maintaining a home Classification A.F.

2B. EVIDENCE VERIFYING CLASSIFICATION
CA 220 BY GR. MO. 11/15/45 CO. FILE.FA'S.
CONT'D ABSENCE BEGAN 3/16/42. FA. HAS NOT
FULLY SUPPORTED SINCE 10/25/42. MO. NOT
MAIN. HOME. INVEST. SHOWS FA. NOT MAINTAINING A HOME.

# Illegitimate Classification (See Secs. 193-20, 235-50)

Record: (1) Statement as to whether (and by whom) the alleged father was located and interviewed. (2) If interviewed, the date and content of his statement regarding paternity; or, if he was not located, the dates covering the period of efforts to locate him. (3) If affidavit was secured, content, date, and where affidavit may be reviewed. (4) If a public or private agency record was reviewed, dates covered by such record, pertinent information obtained, and the location of the original record. (5) When pertinent, the nature, date, and location of evidence to overcome the presumption of legitimacy should be recorded under Item 1D - (Evidence verifying parentage) and cross-referenced to Item 2B.

Example a: 2A. (When alleged father not located) Classification Illeg.

EXAMPLE B: 2A. (WHEN ALLEGED FATHER LOCATED) CLASSIFICATION | LLEG.

- 2B. EVIDENCE VERIFYING CLASSIFICATION
  ALL. FA. NOT LOCATED. ROUTINE EFF. TO LOCATE. ALL CLUES FOLLOWED. 8/3/43 TO 2/7/44; AFF D MAT. GR. MO. PAT. NOT ACKN. 8/10/43; CO. FILE.
- 2B. EVIDENCE VERIFYING CLASSIFICATION
  ALL. FA. LOCATED AND INTERVIEWED. AFF D.
  OF ALL. FA. DENYING PAT. 3/10/43 CO. FILE
  SEE ITEM ID.

Page 4 of 237-75

Eligibility Requirements

2A. Classification Record appropriate abbreviations for classification under which child/ children is eligible. (See Sec. 190-00 Chart Defining Classification of Needy Children.)

W. O. -Orphan

H.O. -Half Orphan A.F. -Absent Father

Illeg. -Dependent Illegitimate Child

P.C.I. -Parent Committed to

Institution

C.I.F. -Incapacitated Father -Tuberculous Father T.B.F.

Abda -Abandoned Child

Fdlge -Foundling 2B. Evidence verifying classification Record (1) nature of evidence, (2) date pertinent to establish-

How Verified

ment of classification, e.g., date of parent's death, (3) where evidence may be reviewed.

EXAMPLES UNDER 2A (CLASSIFICATION) AND 2B (EVIDENCE VERIFYING CLASSIFICATION)

> Whole Orphan Classification (See Sec. 192-00, 235-35)

Evidence of the deaths of both parents and dates of death is required.

2A. CLASSIFICATION W.O.

28. EVIDENCE VERIFYING CLASSIFICATION CERT. CPY.MO S. DTH. CTF. DECEASED 39 AND AFF D. PHYS. ATTNOG. FA. AT DTH. DECEASED 1/15/34 CO. FILE.

Half Orphan Classification (See Secs. 193-00, 193-10, 193-12, 193-40, 235-40, and 235-60)

Evidence of death of one parent and date of death, or of court order of prosumptive death, or of adoption by one person and date of court order, is required.

EXAMPLE: 2A. CLASSIFICATION H.O.

28. EVIDENCE VERIFYING CLASSIFICATION CT. ORDER PRESMP. DTH. OF FA. 5/29/38 ALA. CO. CLK'S. OFF.

Page 7 of 237-75

Eligibility Requirements

How Verified

# Tuberculous Father Classification (See Secs. 195-00, 235-70)

Records (1) the fact that the physician's report Form CA 242 is completed, (2) date of the examination by the physician, (3) where the CA 242 may be reviewed. If the father is in a sanitarium, record the date of admission and indicate request for notification of change of status on file. If the father is not in a sanitarium, the diagnosis must be recorded on the certificate of eligibility. If the father is not in the home, indicate his whereabouts.

EXAMPLE AS 2A. (FATHER IN SANITARIUM) CLASSIFICATION T.B.F.

EXAMPLE 8: 2A. (FATHER IN HOME) CLASSIFICATION T.B.F.

Example C; 2A. (Father not in sanitarium or home) Classification T.B.F.

- 2B. EVIDENCE VERIFYING CLASSIFICATION
  CA 242, EXAMINED 3/5/46, FA. HOSP. 3/2/45.
  CO. FILE. REQ. FOR NOT. OF RELEASE OR DEPARTURE. CO. FILE.
- 2B. EVIDENCE VERIFYING CLASSIFICATION
  CA 242, EXAMINED 4/9/46, CO. FILE. DIAGNOSIS; ARRESTED.
- 2B. EVIDENCE VERIFYING CLASSIFICATION
  CA 242, EXAMINED 5/11/46, CO. FILE. DIAGNOSIS; ARRESTED. FA. LIVING WITH PARENTS
  IN MORE SUITABLE CLIMATE.

# Abandoned Child Classification (See Secs. 194-00, 235-65)

Record: (1) nature of evidence, (2) date of court order declaring child abandoned or dates covering period of abandonment, (3) where the evidence may be reviewed.

Example a: 2A. (When Child Declared Abandoned by Court) Classification Abd.

Example B? 2A. (When Child not declared abandoned by court) Classification Abd.

- 2B. EVIDENCE VERIFYING CLASSIFICATION CT. ORDER OF ABANDONMENT 5/18/46 SACTO., CO. CLK'S. OFFICE.
- 2B. EVIDENCE VERIFYING CLASSIFICATION
  CHILDREN'S PROTECTIVE SOC. RECORD 12/15/44;
  ROUTINE EFF. TO LOC. ALL CLUES FOLLOWED
  11/1/44 TO 3/1/46 CO. FILE.

Page 6 of 237-75

Eligibility Requirements

EXAMPLE C: 2A. (WHEN ALLEGED FATHER NOT IDENTIFIED) and be CLASSIFICATION ILLEG.

#### How Verified

28. EVIDENCE VERIFYING CLASSIFICATION
ALL. FA.NOT LOC. SAL. ARMY RECORD 6/12/43
TO 1/15/44. MO. MENTALLY DEFICIENT AND
PROMISCUOUS. ALL. FA. CANNOT BE IDENTIFIED. RELATIVES INTERVIEWED 9/8/44, REPORT IN CO. FILE.

# Parent Committed to Institution (See Secs. 193-30, 235-55)

Record: (1) nature of evidence verifying the date of the parent's commitment, (2) the date of commitment, (3) type of institution, and (4) nature of the request for notification of change of status, (5) where evidence may be reviewed.

Example A: 2A. (When Father committed to prison) CLASSIFICATION P.C.I.

EXAMPLE B: 2A. (WHEN FATHER COMMITTED TO HOSPITAL) CLASSIFICATION P.C.I.

Example C: 2A. (When father under military commitment) CLASSIFICATION P.C.L.

- 2B. EVIDENCE VERIFYING CLASSIFICATION
  COMMITMENT ORDER, FA. COMM. SAN QUEN.
  5/10/44, ALA. CO. CLK'S. OFF. REQ. FOR
  NOT. OF CHG. OF STAT. 5/28/46, CO. FILE.
- 2B. EVIDENCE VERIFYING CLASSIFICATION
  LET. FROM AGNEWS 5/25/46, FA. COMM. 8/4/42,
  REQ. FOR NOT. OF CHG. OF STAT. 5/25/46,
  CO. FILE.
- 28. EVIDENCE VERIFYING CLASSIFICATION

  CERT. CPV. GEN°L. COURT MARTIAL. FA. SENTENCED 9/5/44 DISCIPLINARY BARRACKS,
  TURLOCK, CALIF. REQ. FOR NOT. CHG. OF
  STATUS 8/26/45, CO. FILE.

# Incapacitated Father Classification (See Secs. 196-00, 235-75)

Record: '1) fact that the physician's report, Form CA 240, is completed, (2) date of the examination by the physician, (3) where the CA 240 may be reviewed.

EXAMPLE: 2A. CLASSIFICATION C. I.F.

2B. EVIDENCE VERIFYING CLASSIFICATIO.
CA 240; EXAMINED 11/18/45, CO. FILE.

Page 9 of 237-75

### Eligibility Requirements

How Verified

- 5A. Payee Relationship Record family or other relationship of payee to each child. When the payee is other than the applicant, record "Signature on file," or "S.O.F.", to indicate that the county has the payee's signature on file. If the child is in a home eligible for federal participation, the signature of the eligible payee shall be secured on Form CA 232 (Notice of Change) and retained in the county file. (See Sec. 628-00) If the child is in a home ineligible for federal participation, the signature of the ineligible payee must be on file in the county record.
- 5B. Payee Name if Other than Applicant
  Enter name of payee if other than applicant. NOTE If there are two or more payees, see special instructions for completion of Item 14.
- 6A. Verified Birth Date Record birth 6B. Evidence verifying birth date date for each child as verified by the birth evidence. (See Chapter 105-00, Age.)

  (2) date of document, i.e., original document was recorded.
  - 6B. Evidence verifying birth date

    Record: (1) nature of evidence,
    (2) date of document, i.e., date
    original document was recorded
    (Exception: When a certification
    from the California State Bureau
    of Vital Statistics is used the
    date of document is not required),
    and (3) where document may be
    reviewed.

EXAMPLE: CERT. CPY. BIRTH CTF. 1/18/36 APP S POSS.

NOTE - IF CHILD'S NAME ON BIRTH EVIDENCE IS OTHER THAN NAME NOW USED RECORD NATURE OF EVIDENCE RECONCILING DIS-CREPANCY.

- 7A. School Status (children 16-18)

  List the names of children 16 to 18 for whom application is made who are otherwise eligible for federal participation. Indicate by checking "Yes" or "No" whether each child is enrolled in school. (See Sec. 235-20 School Attendance as Requirement for Federal Participation.)
- 7B. Evidence verifying school attendance

Record: (1) Nature of evidence,

- (2) date of original document, and
- (3) where evidence may be reviewed.

EXAMPLE: CA 213, 9/20/45, CO. FILE.

Page 8 of 237-75

Eligibility Requirements

How Verified

Foundling Classification (See Secs. 192-00, 235-35)

Record: (1) whether the affidavit of the person who found the child has been obtained, (2) date child was found, (3) efforts to identify child, (4) where evidence may be reviewed.

EXAMPLE: 2A. CLASSIFICATION FOLG.

- 28. EVIDENCE VERIFYING CLASSIFICATION

  AFF®D. OF ANNA JONES WHO FOUND CHILD 7/6/45, CO.

  FILE. CHILD NOT IDENTIFIED. CHILDREN®S HOME
  SOCIETY RECORDS 7/7/45 TO 8/10/46.
- 3. Given names of children Record the children's given names. If there are more than five children of the same parents, use the second Item 3 for the additional given names and cross out spaces indicated for a second set of parents. When there are two sets of parents (e.g., two fathers), use the second set of Items 1A through 6B. A rider may be used for additional children or for any additional classification in the same family group. The children's names are verified by the birth evidence. If the child's name on birth evidence is other than now used by child, record both names underscoring name now in use.
- 4. Living Plan Record living plan for each child by showing whether he is in his own home, the home of a relative eligible or ineligible for federal participation in the grant of aid, in a boarding home, or in an institution. The following abbreviations should be used:

O.H. -Own home

E.R. -Eligible relative

I.R. -Ineligible relative

B.H. -Boarding Home

Inst. -Institution

Verification of the living plan is recorded in the narrative.

Page 11 of 237-75

Eligibility Requirements

How Verified

9A. Property owned by parents and/or child 9B. Evidence verifying property (ren). (See Sec. 135-40)

(1) Record verified total assessed value of all combined real property owned by parent, parents and/or child or children. If investigation verifies that parent, parents, and/or child/ children owns no real property record "None".

EXAMPLE AS

(1) REAL PROPERTY, ASSESSED VALUE \$450

EXAMPLE B:

(1) REAL PROPERTY, ASSESSED VALUE \$1250

EXAMPLE C:

(1) REAL PROPERTY, ASSESSED VALUE \$NONE

EXAMPLE D: (IF CHILDREN WHOLE ORPHANS)

(1) REAL PROPERTY, ASSESSED VALUE \$NONE

(2) Record verified value of cash or securities owned by parent, parents, and/or child or children. (See Secs. 143-05, 233-00.) (If face value of insurance policies is used in determining the value of personal property, include face value in total of cash and securities. See Sec. 143-89, Verification of Insurance.) If verified by investigation that parent, parents, and/or child/children have no personal property record "None".

EXAMPLE AS

(2) CASH AND/OR SECURITIES, VALUE. \$57.50

- (1) Refer to the property search, giving date of search and where evidence may be reviewed. Reference to correspondence is added when ownership of property outside the county has been verified. If the children are whole orphans and the investigation does not indicate that a property search is necessary, record "Property search not indicated."
- (1) 2 YR. PROP. SEARCH, 1/8/46, CO. FILE.
- (1) 2 YR. PROP. SEARCH 12/19/45; LETTER ALA. CO. ASSESSOR 12/16/45, CO. FILE.
- (1) 2 YR. PROPERTY SEARCH 1/8/46. CO.
- (1) PROPERTY SEARCH NOT INDICATED.
- (2) Applicant is parent If a parent declares no personal property, the investigation discloses none, and the parent's signed Authorization for Financial Investigation, Form CA 228, is on file record, "Parent declared none. CA 228 on file."

Applicant is other than parent If a Form CA 228 signed by the parent or parents is not available (see Sec. 230-35 Authorization and Consent for Investigation), and the investigation discloses none, record: "Declared nome - investigation discloses none."

(2) LETTERS 9/7/45 AND 8/31/45 MET. LIFE INS. CO. AND BANK OF AMER. CO. FILE.

Page 10 of 237-75

Eligibility Requirements

How Verified

### 8A. B. and C. Residence - State and Non-County 8D. Evidence verifying residence

A. Unless state or county residence dif-8Dl. Record: (1) nature, (2) date, fers for any of the children, indicate all and (3) where evidence verichildren by the name of the first child fying state residence may be followed by "et al".

B. Show how state residence is established (i.e., by birth, by parent's residence or by the physical presence of the child. (See Secs. 121-20 and 129-05.)

Record: (1) nature, (2) date, and (3) where evidence verifying state residence may be reviewed. Indicate period of residence verified by the documents. (Exception: When birth evidence as recorded under 6B shows birth in California, cross reference this item to 6B.)

EXAMPLE A: SEE ITEM 68.

EXAMPLE 8: CONTINUOUS CATHOLIC WEL.

BUREAU RECORD FROM 1/8/44 TO DATE
OF APPLICATION.

EXAMPLE C: CA 221, 82/18/45, CHILD PHYSICALLY PRESENT IN CALIF. SINCE 8/9/43, CO. FILE.

C. Complete this item for non-county cases 8D2. When the child/children has only. Record the date on which residence county residence of less than was established in the county of application. (See Sec. 122-15)

and county residence (this

county residence of less than one year, evidence of state and county residence (this includes state residence evidence. Form CA 204, swidence to support CA 204, and Form CA 234) shall be submitted to SDSW with the CA 200 and CA 201. (See Sec. 252-20 Non-County Residence Procedure.) Copies of all evidence should be retained in the county file. If evidence other than an affidavit is used, the original (o.g., a certified copy of a birth certificate) may be retained in the county file and details reported on Form CA 203.

Record "residence evidence attached" for both 8D(1) and (2).

Page 13 of 237-75

### Eligibility Requirements

11A. Assistance plan budgetary basis for determining need (See Sec. 158-10) Record: (1) the total budget for the family unit, (2) total net income to family unit, (3) budgetary deficiency (2000) the difference between the total budget and the total net income tofamly unit), and (4) the ANC grant.

ENAMPLES

(1) TOTAL BUDGET FOR FAMILY UNIT ..... \$125.53 (2) TOTAL INCOME TO FAMILY UNIT

(4) ANC GRANT

12A. Assistance plan-board and care basis 18B. Verification and explanation of for determining need (See Secs. 158-20. 158 30)

Record: (1) the amount charged for the same of the child/children, (2) total contribution from parents for the care of child/children, (3) amount of other income to child/children, (4) deficiency (i.e., the difference between the charge for care and the total contributions), (5) the ANC grant.

Examples
(1) Charge for Care for 2 Children (2) Total contribution from parent(5) (2) Total contribution from parent(5) (3) Other income to Child/Children (3)

(5) ANC GRANTOGOSSCOOL 46.00 How Verified

11B. Verification and explanation of assistance plan

Counties using the Budget Work Sheet (Form Gen M48) should refer to this as evidence verifying Items 11A(1), (3), and (4). Counties not using Form Gen M48 should indicate date on which the budget was estimated. (County form number should not appear on the CA 201.) As verification of Item 11A(2) each item which is a part of the total net income to the family unit will be indicated and the nature, date and where evidence verifying source and amount of each item may be reviewed shall be recorded on the certificate. The Gen M48 shall not be referred to as verification of income. (See Sec. 233-25)

(1) GEN M48, 6/18/46, CO. FILE (2) AWARD LETTER, 5/8/46, SOC. SEC. 1 BD.

APP'S POSS.

(3) GEN M48, 6/18/46 CO. FILE

(4) GEN M48, 6/18/46 CO. FILE

NOTE - IF THE BUDGETARY NEEDS OF THE FAMI -LY SUDGET UNIT, LESS FOOD, CLOTHING, AND PERSONAL NEEDS OF THE INELIGI-BLE CHILD/CHILDREN ARE SMALLER IN AMOUNT THAN THE MAXIMUM BASIS FOR FEDERAL PARTICIPATION FOR THE ELIGI-BLE CHILDREN, ENTER THE ACTUAL FEDERAL MATCHING BASIS UNDER ITEM 118 (4) (SEE SEC. 158-10 AND 627-20)

assistance plan

(1) Where the amount needed for child's care outside its own home is determined by county investigation and there is no documentary evidence obtainable, indicate means of verifying amount needed. (2) Cross reference to Item 10B. (3) Explain source of other income. (4) and (5) No recording required.

EXAMPLE:
(1) HOME VISIT 7/18/45
(2) SEE ITEM 10B
(3) VET BENEFITS AWARD LETTER 6/7/48
Mo"s Poss.

Page 12 of 237-75.

How Verified

Eligibility Requirements

FXAMPLE R.

- (2) CASH AND/OR SECURITIES, VALUE. \$206
- EXAMPLE C: (IF PARENT IS APPLICANT AND DECLARED NO PER. PROP.)
- (2) CASH AND/OR SECURITIES, VALUE. . \$NONE
- EXAMPLE D: (IF APPLICANT OTHER THAN PARENT AND CA 228 NOT AVAILABLE)
  - (2) CASH AND/OR SECURITIES, VALUE, SHONE
- "No" if no transfer of (3) Record: either real or personal property was made for the purpose of qualifying for

- 10A. Contribution from parent not living 10B. Evidence verifying ability to with child (See Secs. 158-20, 158-30, 234-05) Under 10A (1) check in appropriate square whether parent is able to contribute. If answer is "yes", record under 10A (2) the amount of the actual contribution.
  - EXAMPLE A: (I) ABLE TO CONTRIBUTE "YES"
    - (2) ACTUAL CONTRIBUTION, \$12.50
  - EXAMPLE B: (2) ACTUAL CONTRIBUTE "NO"

- 9B (2) F. V. INS. POL. AND JENE CLEARANCE BANK OF AMER. 9/6/45, CO. FILE.
- (2) DECLARED NONE-SIGNED CA 228, CO. FILE.
- (2) DECLARED NONE INVESTIGATION REVEALS NONE.
- (3) Since the two-year property search would reveal a transfer or assignment of real property, cross reference to 9B(1) may be entered in 9B(3) to indicate verification of 9A(3). If investigation of personal property indicates no transfer or assignment, record in 9B(3), "Investigation reveals none." (If the investigation shows that a transfer was made but was one which was not in violation of Sec. 135-00, Transfer of Real Property to Qualify for Aid, or of Sec. 146-10, Transfer or Assignment of Personal Property, the facts which resulted in this conclusion shall be included in the county case record.)
- support and contribution from parent(s) Record: (1) nature, date and where verification of parent's ability or inability to contribute or support may be reviewed, (2) nature, date, and where evidence verifying amount of contribution may be reviewed.
  - (1) VER. FA. WAGES HALE BROS. 3/1/44 CO. FILE AND INTERVIEW FA. 4/1/44, CO.
  - (2) HOME VISIT TO CARETAKER 3/19/42, CO.
  - (1) CA 245 8/16/46 CO. FILE (2) CA 245 8/16/46 CO. FILE

Page 15 of 237-75

15. Denial by the Board of Supervisors (See Sec. 250-00)

Record: Name of county, date of action, names of children for whom aid is denied and the reason for denial.

Signature of County Clerk or Deputy

The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original signature or a facsimile.

16. This section is completed by the SDSW.

### ADDITIONAL CHILDREN

When an additional child is placed on aid in a family where other children are receiving ANC, the points of eligibility which all of the children of the same parent have in common (such as classification, real and personal property, income, etc.) are considered to be established for the additional child if eligibility for the other children was established less than a year previously or was reestablished by a current reinvestigation. In such cases the recording on the CA 201 under such points of eligibility will refer to the evidence secured at the time of the original investigation or the current reinvestigation.

When an additional child in a family is placed on aid by a subsequent Form CA 201 and the payee is the same as for the children currently receiving aid, Items 11 and 12 relating to the assistance plan shall be completed for all children, including those on the first Form CA 201. Items 13 and 14 shall include the names of children on the first Form CA 201, and shall show the total grant (i.e., the full monthly rate on which the grant has been computed; that is, the monthly grant including all cash aid paid to meet the budgetary deficiency, or the charge for care for the child or children) for all children. If ineligibility has been established for a child or for children on the first Form CA 201, do not include the names of such children in Items 13 and 14 of the second Form CA 201.

Page 14 of 237-75

### 13. Certification and Recommendation

Certification and recommendation are made after eligibility is established by evidence on file in the county and in accordance with the ANC law and the rules and regulations of the SDSW.

- A. Record the names of the children who qualify for aid and the amount of aid recommended; if the beginning date of aid is later than specified under Section 1550 or 1552 of the Welfare and Institutions Code, give the reason. (See Sec. 610-50)
- B. Record the names of the children who do not qualify for aid and give the reason. (See Sec. 250-00)

### Signature of County Public Assistance Worker

The certificate shall be signed and dated by the county public assistance worker who makes the recommendation that aid be granted or denied. The signature may be either the original or a facsimile.

### Signature of Case Supervisor or Director

The certificate shall be signed and dated by the public assistance supervisor or county welfare director. The signature may be either the original or a facsimile.

### 14. Approval by the Board of Supervisors

Record: Name of county, date of action, names of children for whom aid is granted, the amount of aid (i.e., the full monthly rate on which the grant has been computed, plus all cash aid paid to meet the budgetary deficiency, of the charge for care for the children), and the beginning date of aid.

# Signature of County Clerk or Deputy

The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original signature or a facsimile.

When one CA 201 is filed, showing two or more payees, show under Item 14 the separate grants, i.e., the total grant to each payee, followed by the names of the children.

Page 17 of 237-75

(Second CA 201)

13. Certification and Recommendations

Burbara Barton August 20,1946
Signature of case supervisor or director Date

14. Approved by the Board of Supervisors of Sacramento County this 5th day of September, 1946 for Aid to Needy Children for Sally, John NAMES OF CHILLEREN,

and Mary in the amount of \$125, and to begin on the 1st day of September, 1946.

Thomas Peters
Signature of County Clerk or Deputy

When an additional child in a family is placed on aid by a subsequent form CA 201 and the payee is not the same as for the children already receiving aid, Item 11 or 12 shall be completed for the additional child only. Items 13 and 14 also shall be completed for the additional child and shall show only the grant for the additional child.

EXAMPLE: APPLICATION IS MADE FOR ANC FOR JAMES, JOSEPH AND RICHARD SMITH WITH THE MOTHER AS PAYEE.

RICHARD IS IN A FREE HOME TEMPORARILY. FORM CA 201 IS COMPLETED FOR JAMES AND JOSEPH.

RICHARD S NAME WILL NOT APPEAR ON THIS CERTIFICATE. WHEN ELIGIBILITY FOR RICHARD IS ESTABLISHED, A BOARDING HOME MOTHER IS TO BE PAYEE FOR HIM WHILE THE MOTHER REMAINS PAYEE FOR JAMES AND JOSEPH. ITEMS II AND I2 OF THE SECOND FORM CA 201 REFER TO RICHARD ONLY. HIS NAME AND HIS GRANT ONLY ARE RECORDED UNDER ITEMS I3 AND I4.

(W&IC 0560)

Page 16 of 237-75

EXAMPLE: APPLICATION IS MADE FOR ANC FOR SALLY, JOHN AND MARY JONES WITH THE MOTHER AS PAYER MARY IS WITH GRANDPARENTS TEMPORARILY. FORM CA 201 IS COMPLETED FOR SALLY AND JOHN. MARY NAME WILL NOT APPEAR ON THIS CERTIFICATE. WHEN ELIGIBILITY FOR MARY IS SUBSEQUENTLY ESTABLISHED AND THE MOTHER REMAINS PAYER, AN ADDITIONAL FORM CA 201 IS COMPLETED. ITEMS 11, 12, 13, AND 14 INCLUDE ALL THREE CHILDREN.

(First CA 201)
13. Certification and Recommendation:

A.	Sally and John qualify for Aid to Needy Children and I
	NAMES OF CHILD(REN)
	recommend that aid be granted in the amount of \$110; if the be-
	ginning date of aid is later than specified under Section 1550
	or 1552 of the W. and I. Code, give the reason:
	as soon of erro to and to and bette out taxsous
B.	do not qualify for Aid to Needy Children
	NAMES OF CHILD(REN)
	and I recommend that aid be denied for the following reason(s)
	Signature of county public assistance worker Date
	Jane Shaw July 14, 1946
	Signature of county public assistance worker / Date
	Caplages, Idanton Luly 114 1914
	Signature of case supervisor or director Date
	Date Date

14. Approved by the Board of Supervisors of Sacramento County this 7th day of August, 1946 for Aid to Needy Children for Sally and John

in the amount of \$110, aid to begin on the 1st day of August, 1946.

Signature of County Clerk or Deputy

361-10 (Continued)

361-10

WITH THE MOTHER IT WAS AGREED THAT THE \$30 RECEIVED IN APRIL WAS NOT EXCESS INCOME AS THE FULL \$30 WAS USED TO MEET THE COST OF ROOF REPAIRS. THERE WAS NO OVER-PAYMENT FOR APRIL. HOWEVER, THERE WAS AN OVERPAYMENT OF \$30 IN May. AID FOR JUNE WAS REDUCED TO \$100 (\$160 LESS \$30 OVERPAYMENT FOR MAY AND \$30 INCOME IN JUNE).

AID FOR JULY WAS INCREASED TO \$130 (\$160 LESS \$30 INCOME RECEIVED IN JULY).

- Example 2: On October 10 the county discovers that an OAS recipient secured steady work earning \$15 in September and thereafter. Total monthly need in September and October was \$55. The recipient was eligible in both September and October to \$40 (\$55 less \$15) but received \$50, resulting in \$20 overpayment for these months. Effective November 1, total need is \$70 and income continues at \$15. Aid is reduced to \$35 (\$70 less \$20 overpayment in September and October, and \$15 income in November).
- B. A decrease in the grant (or a cash adjustment by means of a refund from the current income including the grant to which the recipient (child or family unit in ANC) is currently eligible) shall not be made because of income received prior to the second month preceding the current month. When the overpayment is discovered too late to adjust the grant within this time limit, and the delay in discovering the income was caused by actual or constructive fraud, request for repayment from resources other than the income including the current grant is in order under Sec. 670-85, Overpayment Caused by Income. If mistake of fact occurred, request for repayment is not in order. When the exact amount of income for a given month is known in advance, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.
  - EXAMPLE 33 ON JANUARY 10 THE COUNTY DETERMINES THAT A PAMILY RECRIVING ANC WILL RECRIVE \$20 AS A FIRST PAYMENT ON INDUSTRIAL COMPENSATION INSURANCE ON OR ABOUT FEBRUARY 10. THE INCOME, PLUS THE CURRENT GRANT WILL EXCEED TOTAL BUDGETARY NEEDS OF THE FAMILY BUDGET UNIT. THEREFORE, THE GRANT WILL BE DECREASED BY THE AMOUNT IN WHICH THE GRANT PLUS INCOME EXCEEDS THE TOTAL BUDGETARY NEEDS.
  - EXAMPLE 41 THE COUNTY DETERMINES ON OCTOBER 15, THAT AN OAS RECIPIENT WILL RECEIVE ON NOVEMBER 10 HIS FIRST \$20 MONTHLY PAYMENT FROM AN ANNUITY. THE INCOME PLUS THE CURRENT GRANT WILL EXCEED HIS TOTAL NEED. THE GRANT, THEREFORE, WILL BE DECREASED EFFECTIVE NOVEMBER 1.

361-00 INCREASE IN AMOUNT OF AID OAS, ANB, APSB, ANC

361-00

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant together with income to fall below the amount to which the recipient (or child in ANC) is entitled under the provisions of the law for the particular category of aid.

In OAS and ANB when monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant. (W&IC 1560, 2140, 3075, 3460)

361-10 DECREASE IN GRANT
OAS, ANB, APSB, ANC

361-10

Under certain circumstances adjustment for overpayment is made by an appropriate decrease in the grant if the recipient (child or family unit in ANC) remains otherwise eligible. Such decrease shall be made as soon as administratively possible after the necessity for such adjustment becomes known, but in mo event may the decrease be effective later than the second month following that in which the overpayment occurred. (For exception in ANC see note following ID.)

Sec. 361-12 for adjustment due to absence of child from home, and Sec. 361-50 for adjustment by discontinuance of aid.

# I Overpayment Due to Income (and/or Change in Total Need)

A. When income and/or a change in total needs of the recipient (child or family unit in ANC) causes the amount of the grant together with the income to exceed the amount to which he is eligible under the code or regulations for the particular category of aid, the adjustment shall take into consideration the income and total needs, plus all overpayments which occurred, during the two preceding months.

Example 1: On May 12 the county discovers that family receiving an ANC grant of \$160 which meets total needs, received \$30 in April and \$30 in May from an adult son living outside the home, who indicated he would continue to make this contribution. In a discussion

361-10 (Continued)

361-10

### II Overpayment Due to Excess Personal or Real Property

When real or personal property has exceeded the legal limitation during the current adjustment period but has later been reduced within the maximum, thus making the recipient (child or family unit in ANC) eligible to continued aid, the grant is decreased within the current adjustment period as follows:

- A. Overpayment Due to Actual Fraud: The grant is adjusted by deducting the amount of aid paid during the one and/or two months preceding the month of adjustment from the amount to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment.
  - EXAMPLE 7: THE COUNTY DISCOVERS ON DECEMBER 16 THAT AN OAS RECIPIENT S PERSONAL PROPERTY TOTALED \$612 SINCE JULY 1. ACTUAL FRAUD EXISTED BECAUSE THE RECIPIENT ADMITTED HE DID NOT REPORT THE CHANGE IN HIS CIRCUMSTANCES AS HE DID NOT WISH THE GRANT OF \$20 STOPPED. BY JANUARY I THE PROPERTY IS REDUCED WITHIN THE AMOUNT ALLOWABLE. TOTAL NEED IN JANUARY, THE MONTH OF ADJUSTMENT, IS \$70 AND THE RECIPIENT HAS \$15 INCOME FROM A SON IN THAT MONTH. HE WOULD BE ENTITLED TO RECEIVE \$50 WERE IT NOT FOR THE OVERPAYMENT DUE TO EXCESS PERSONAL PROPERTY. ADJUSTMENT IS IN ORDER FOR THE FULL AMOUNT OF AID PAID IN NOVEMBER AND DECEMBER (\$40) AND THE GRANT EFFECTIVE JANUARY I IS REDUCED TO \$10 (\$50-\$40). (THE UNADJUSTED REMAINDER OF OVERPAYMENT FOR THE PERIOD JULY I THROUGH OCTOBER 31, IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.)
- B. Overpayment Due to Constructive Fraud or Mistake of Fact: The grant is adjusted by deducting the largest amount by which the property exceeded the legal limitation during the two months preceding the month of adjustment or the amount of aid received, whichever is the lesser, from the amount to which the recipient (child or family unit in ANC) would otherwise be entitled in the month of adjustment. Where there was excess property both during and before the current adjustment period and such excess was greater than the amount adjusted through the decrease, the unadjusted remainder is subject to collection under provisions of Sec. 670-80.
  - EXAMPLE 8: DURING NOVEMBER COUNTY DISCOVERS THAT RECIPIENT WAS INCLIGIBLE TO ANB ON OCTOBER I, AS TOTAL VALUE OF HIS CASH AND SECURITIES WAS \$627 AND HE HAD NO PLAN FOR REHABILITATION. THIS VALUE REMAINED THE SAME ON NOVEMBER I, BUT DURING NOVEMBER WAS REDUCED WITHIN THE AMOUNT ALLOWABLE. RECIPIENT "S REGULAR MONTHLY INCOME WAS \$15, TOTAL MONTHLY NEED IN OCTOBER AND NOVEMBER \$80, AND HE RECEIVED THE MAXIMUM GRANT OF \$60. ALTHOUGH RECIPIENT WAS INCLIGIBLE IN BOTH OCTOBER AND NOVEMBER, THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD AND ADJUSTMENT IS IN ORDER ONLY FOR THE EXCESS OF \$27. ON THE BASIS OF INCOME ALONE RECIPIENT IS ENTITLED DECEMBER I TO \$60 ANB. SINCE THE EXCESS PROPERTY IS NOT APPLICABLE TOWARD UNMET NEED, IT IS DEDUCTED FROM THE GRANT TO WHICH HE WOULD OTHERWISE BE ELIGIBLE. THE GRANT FOR DECEMBER IS, THEREFORE, \$33 (\$60 LESS \$27 EXCESS PROPERTY.)

### 361-10 (Continued)

361-10

- When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.
  - Example 5: It is known that an ANB RECIPIENT'S INITIAL PAYMENT FROM AN ANNUITY WILL BE RECEIVED IN OCTOBER, BUT IT IS NOT UNTIL RECEIPT OF THE ANNUITY CHECK THAT THE AMOUNT THEREOF IS KNOWN. ANY MECESSARY DECREASE IN THE GRANT OF AID SHALL BE MADE SEFECTIVE NOVEMBER \$\( \Phi\_p\) IF POSSIBLE, BUT NOT LATER THAN DECEMBER I, AND THE INCOME TO BE RECEIVED IN THE MONTH OF ADJUSTMENT AND OVERPAYMENT DURING PERIOD OF ADJUSTMENT SHALLBETAKEN INTO CONSIDERATION IN DETERMINING THE AMOUNT OF THE DECREASE.
- D. When the income is irregular and cannot be foretold, but is determined not to be casual income in OAS and ANB or small intermittent income in ANC, adjustment by means of refund may be made within the current adjustment period, in lieu of decreasing the grant, to the extent of the aid paid to which the recipient (child or family unit in ANC) was not entitled by reason of receipt of the income.
  - Example 6: A SINGLE DAS RECIPIENT HAVING NO INCOME AND NO NEED IN EXCESS OF \$50 A MONTH SECURES EMPLOYMENT IN OCTOBER. THE COUNTY ASCERTAINS ON OCTOBER 15 THAT HE WAS PAID \$35 WHICH REPRESENTED NET INCOME.

ADJUSTMENT MAY BE MADE IN EITHER OF TWO WAYS, 1.E.S.

(1) DECREASE IN AND EFFECTIVE NOVEMBER 1 OF NOT LATER THAN DECEMBER 1:

oa

(2) REPAYMENT BY THE RECIPIENT OF \$35 IN NOVEMBER OR DECEMBER, SUCH CASH ADJUSTMENT TO BE REPORTED TO THE SDSW IN THE USUAL MANNER.

#### NOTE

In ANC when the county finds that the decrease or cash adjustment would cause hardship no adjustment within the current adjustment period is required and aid may continue in the amount necessary to meet current needs. However, in instances where actual or constructive fraud exists there is right of collection from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information upon which the determination of hardship is based.

361-12 ADJUSTMENT DUE TO ABSENCE OF CHILD FROM HOME

361-12

Adjustment due to absence of child from the home is governed by the following policies:

When a child, otherwise eligible, is in the family unit on the first day of the month (or leaves the home as of that date) such child is eligible to receive aid for the full month. This includes children receiving foster care when the payment is made to the boarding home or institution for the full month.

When aid has been discontinued and the child, otherwise eligible, is not in the home as of the first of the month, aid may be restored from the date on which the child returned to the home.

When a child leaves the home for a temporary period aid may continue to the payee for such child for the two following calendar months. In boarding homes cases, decision as to payment during such temporary absence will depend upon the facts in the individual situation.

Example A: A SIXTEEN YEAR OLD UNEMANCIPATED MINOR TO WHOM AND IS GRANTED LEAVES HIS MOTHER'S HOME ON JUNE 23 TO TAKE A JOB FOR TWO MONTHS THAT PAYS \$50 A MONTH AND ROOM AND BOARD. THE BOY RETURNS TO THE MOTHER'S HOME SEPTEMBER I. IT IS THE PLAN TO USE HIS EARNINGS FOR SPECIAL NEEDS. AND GRANT MAY CONTINUE FOR JULY AND AUGUST WHILE THE BOY IS OUT OF THE HOME.

Example 8: ANC is granted for three children in the home of the mother. At the close of school June 25, one child goes to the home of a relative. Ald continues to the mother for this child for July and August. The child returns to the home on August 26 and ald may continue to the mother.

(W&IC 1511, 1560; AGO NS4473)

# 361-15 ADJUSTMENT IN AMOUNT OF GRANT IN APSB

361-15

Adjustment in the grant of aid shall be made when the annual income of the recipient from exempt sources (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME, APSB) exceeds \$800 within a one-year period.

When the income for a given year or for any number of months thereof can be determined before the close of said yearly period, any necessary adjustment of the grant shall be made for the month in which the income exceeds the \$800 annual allowable exempt income, but shall not be made later than the second month following that in which the income exceeds the maximum allowed. When the excess income is larger than the grant of aid for the month, discontinuance of aid for the month adjusts for the excess income. (See Sec. 157=15, Method for Determining The AMOUNT OF GRANT IN APSB.)

361-10 (Continued)

361-10

Example 9: The county discovers on February 16 that an OAS recipient's personal property had been excessive since September. Personal property had gradually been reduced from a maximum of \$635 in September to \$617 in January and \$614 in February. By March I the personal property is reduced within the amount allowable. Although the recipient was ineligible from September through february, it is determined that the overpament was due to constructive fraud. Thus adjustment is in order only for the excess. Total need in March, the month of adjustment is \$65 and the only income is a \$15 contribution from a son. Were it not for the overpayment which occurred in January and February the regionert would be entitled to receive a grant in March of \$50. The maximum by which tessonal property was encessive in January and February, the two months preceding the month of adjustment, mas \$17 and accordingly the March grant is reduced to \$33 (\$50 less \$17 excess). Since in September the recipient's personal property exceeded the amount allowable by \$35, \$18 of this excess remains unadjusted (\$35 maximum excess less the \$17 adjusted by decrease in March grant). This enadjusted excess shall be subject to doubt and the provisions of Sec. \$70-80.

C. When the liggorary of the excess property occurs too late to make the adjustment effective not later than the second month following that in which ineligibility existed, the right exists to request repayment under Sec. 670-80 Overpayment Caused by Possession of Excess Property.

### III Overpayment Due to Reason Other Than ancome of Ricess Property

When overpayment has occurred for reason other than income or excess property, and the circumstances have so changed that the recipient (child or family unit in ANC) i eligible to receive aid in the month of adjustment, the grant to which there would otherwise be eligibility in that month is decreased to the extent of the overpayment occurring within the two months preceding the month of adjustment.

Example 10: An ANB RECIPIENT S APPLICATION, WAS SIGNED ON APRIL 6. However and in the amount of \$60 was granted from April 1. Since and May not antedate the signing of the application the recipient was overpaid for five days in April or \$10. Mere it not for the overpayment which occurred in April the recipient would be entitled to receive \$60 in May. The grant for that month is decreased to \$50 and is increased to \$60 effective June 1.

When the ineligibility was discovered too late to make the adjustment effective not later than the second month following that in which ineligibility existed, there is no right to request repayment in the delay in discovering the ineligibility was due to mistake of fact. If the delay was due to fraud, either actual or constructive, request for repayment to the extent of the aid paid during the months of ineligibility would be in order under Sec. 670-90, Overpayments Caused by Other Factors. (WAIC 1511, 1560, 2020, 2140, 3075, 3084, 386, 7472, AGO NSAUJE)

361-50

- Example 4: An OAS recipient who has no need. In excess of \$50 Earns \$30 In May and \$30 In June, nothing thereafter. Income is discovered by county on June 27. Ald is discontinued effective June 30 and restored effective august 1. Had no adjustment been necessary, \$50 OAS would have been paid for July (the month of adjustment). Since constructive fraud was determined to exist the \$60 overpayment is adjusted to the extent of \$50 by the one month's discontinuance, and repayment of \$10 shall be requested. If the recipient has no resources other than the income including the grant to which he is currently eligible, repayment may not be REQUIRED UNTIL AND UNLESS THE RECIPIENT AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT CAN BE MADE.
- EXAMPLE 5: ON AUGUST 15 THE COUNTY LEARNS THAT AN OAS RECIPIENT EARNED \$55 IN JULY AND 10 IN AUGUST. THE RECIPIENT RECEIVED \$50 AID IN EACH OF THOSE MONTHS. AID WAS DISCONTINUED EFFECTIVE AUGUST 31 AND RESTORED OCTOBER 1. THE RECIPIENT'S TOTAL NEED BOTH IN JULY AND AUGUST WAS \$50; IN SEPTEMBER, \$75. HE BEGAN RECEIVING A CONTRIBUTION OF \$5 FROM HIS SON IN SEPTEMBER LEAVING AN UNMET NEED OF \$70 IN THAT MONTH. THE \$80 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$70 AND REPAYMENT OF \$10 SHALL BE REQUESTED IF THE RECIPIENT COMMITTED ACTUAL OR CONSTRUCTIVE FRAUD AND HAS NO RESOURCES OTHER THAN HIS INCOME INCLUDING THE GRANT TO WHICH HE IS CURRENTLY ELIGIBLE, REPAYMENT MAY NOT BE REQUIRED UNTIL AND UNLESS THE RECIPIENT AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT CAN BE MADE.
- B. When ineligibility is discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible. If the delay in discovering income was caused by actual or constructive fraud, a repayment shall be requested by the county to the extent of the aid paid in the month during which the income was received, from resources other than the income, including the grant to which the recipient (child or family unit in ANC) is currently eligible. If mistake of fact occurred, no right of collection exists.
  - NOTE: In ANC when the county finds that the discontinuance would cause hardship, the county is not required to make such adjustment within the current adjustment period and may continue aid in the amount necessary to meet current needs. However, where there is actual or constructive fraud right of collection exists in such instances from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information on which the determination of hardship is based.

II. Overpayment Due to Excess Property or Factors Other Than Income

If at the time excess property or other disqualifying factors are discovered the recipient (child or family unit in ANC) is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment (i.e., the month for which aid is discontinued) is not more than two months subsequent to the month of ineligibility.

361-50 DISCONTINUANCE OF AID OAS, ANB, APSB, ANC

361-50

When the recipient (child or family unit in ANC) does not meet the eligibility requirements, aid shall be discontinued. The discontinuance shall be effective as soon as administratively possible after the necessity for discontinuance becomes known (for exceptions in ANC see note following I-B). However, if the ineligibility is not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible.

If a recipient (child or family unit in ANC) is eligible on the first day of the month, but eligibility status changes at some time during that month for any reason, no overpayment occurs if aid is discontinued at the end of that particular month.

EXAMPLE 18 A RECIPIENT HAVING NO INCOME AND WHOSE NEED WAS NOT MORE THAN \$50 RECEIVED \$50 OAS ON FEBRUARY 10 ON FEBRUARY 17 HE BEGAN RECEIVING A REGULAR MONTHLY INCOME OF \$75. ALD 15 DISCONTINUED EFFECTIVE FEBRUARY 28. THERE 15 NO REPAYMENT DUE.

EXAMPLE 2: A RECIPIENT RECEIVED \$60 AND ON DECEMBER 1. ON DECEMBER 5 HE RECEIVED \$400 CASH THROUGH ENHERITANCE WHICH CAUSED HIS PERSONAL PROPERTY HOLDINGS TO EXCEED \$600. AND IS DESCONTINUED DECEMBER 31. NO REPAYMENT IS DUE.

### I. Overpayment Due to Income (and/or Change in Need)

A. When a delay in discovery of income (and/or change in need) makes it impossible to discontinue aid effective the last day of the month in which the income was received, but discontinuance of aid for an otherwise eligible recipient (child or family unit in ANC) is effective the last day of the following month, the discontinuance adjusts for overpayment during the two months preceding the month of adjustment, i.e., the month for which aid is discontinued, to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment is subject to repayment under the provisions of Sec. 670-85, Overpayments Caused by Income, if the overpayment was due to actual or constructive fraud. If due to mistake of fact no right to request repayment exists.

EXAMPLE 3: FAMILY ELIGIBLE AS OF NOVEMBER I FOR AN ANC GRANT OF \$90. ON NOVEMBER IS THE FAMILY RECEIVED \$60 INCOME AND THE SAME AMOUNT ON DECEMBER IS. AID WAS DISCONTINUED DEFERTIVE DEGEMBER 31 AND RESTORED EFFECTIVE FEBRUARY. HAD NO ADJUSTMENT BEEN NECESSARY, \$90 AND WOULD HAVE BEEN PAID FOR JANUARY (THE MONTH OF ADJUSTMENT). SINCE CONSTRUCTIVE FRAUD WAS DETERMINED TO EXIST, THE \$120 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$90 BY THE ONE MONTH DISCONTINUANCE AND REPAYMENT OF \$30 IS REQUESTED. IF THE FAMILY HAS NO RESOURCES OTHER THAN THE INCOME INCLUDING THE GRANT TO WHICH THERE IS CURRENT ELIGIBILITY, REPAYMENT SHALL NOT BE REQUIRED UNTIL AND UNLESS THE FAMILY AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT CAN BE MADE.

361-80 NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-80

When aid is increased, decreased, or discontinued, the recipient shall receive written notification of the board of supervisors' action immediately. The notification shall show the amount of the grant and the reason for change in the grant, or the reason for discontinuance. The recipient shall also be notified of his right of appeal to the SDSW for a fair hearing and the case record shall show that such notification was sent. (SEE SECS. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL, AND 236-30, CONTENT OF CASE RECORD.) (WAIC 1511, 1560, 2016, 2140, 2182, 2220.5, 3075, 3086, 3460, 3473, FSSS)

In addition to the above requirements, the recipient of CAS, ANB or APSB shall be notified of his right to a hearing before the board of supervisors. He shall also be notified of the source and amount of income which was taken into consideration in determining the amount of the grant. Where total need has been verified to be in excess of \$50 in CAS, or \$60 in ANB, the total need shall be shown on the notification. (Wall 2016, 2140, 2181.1, 3075, 3087.5, 3460, 3473.2)

Notification of Action by the Board of Supervisors (Form Ag,Bl, CA 239), includes the minimum requirements for notification to the recipient that his aid has been increased, decreased, or discontinued, and shall be used by the county unless a substitute form, which incorporates the information appearing on Form Ag, Bl, CA 239, is used. (See Sec. 250-10, Reporting Action of Board of Supervisors to Applicant) (WAIC 1560, 2140, 3075, 3460)

When delivery of a recipient's warrant for any month is withheld for reason other than death, beyond the usual delivery date for aid payments, the recipient shall receive immediate notification of the reason for which the warrant was withheld. The notification shall be mailed to the last known address of a recipient and the case record shall show that such notification was sent. Notification of Suspended (Withheld) Aid Payments, Form Ag, Bl, CA 239A, includes the minimum requirements for notification to the recipient that his warrant has been suspended or withheld. It shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag, Bl, CA 239 is used. (W&IC 1560, 2140, 2220.5, 3075, 3460)

361-85 NOTIFICATION TO COUNTY AUDITOR OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361 -85

A copy of Notice of Change (Form Ag, Bl, CA 232) should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made. (W&IC 1560, 2140,3075, 3460)

361-50 (Continued)

361-50

When the amount of overpayment is equal to or greater than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be discontinued for one month. (When the amount of the overpayment is less than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be decreased to the extent of the overpayment.) (See Sec. 361-10, Decrease IN GRANT.)

When the disqualifying facts are discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, or when the discontinuance does not totally adjust the overpayment, right of collection exists pursuant to the provisions of Secs. 670-80, Overpayments Caused by Possession of Excess Property, and 670-90, Overpayments Caused by Other Factors.

EXAMPLE 6: ON OCTOBER 15 COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO \$50 DAS FOR SEPTEMBER AND OCTOBER BECAUSE HE POSSESSED \$900 PERSONAL PROPERTY, BUT HIS HOLDINGS ARE REDUCED WITH-IN THE MAXIMUM BY NOVEMBER 1. WERE IT NOT FOR THE OVERPAYMENT OF \$100 (\$50 IN BOTH SEPTEMBER AND OCTOBER) RECIPIENT WOULD BE ELIGIBLE TO A GRANT OF \$50 ON NOVEMBER 1. AID IS DISCONTINUED OCTOBER 31 AND RESTORED DECEMBER 1 IN THE AMOUNT OF \$50. THE DISCONTINUANCE FOR NOVEMBER ADJUSTS FOR \$50 OF THE \$100 OVERPAYMENT. THE UNADJUSTED REMAINDER OF OVERPAYMENT (\$50) IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered.

(W&IC 1511, 1552.3, 1552.5, 1560, 2020, 2140, 2220, 3075, 3078.5, 3084, 3460, 3472; AGO NS4473)

361-60 CHANGE IN SCHOOL STATUS REPORTED ON NOTICE OF CHANGE

361-60

A change in school status as set forth in Sec. 235-20, School Attendance as Requirement for Federal Participation, shall be reported to the SDSW on the Notice of Change (Form CA 232)(See Sec. 363-15, Recording Change of School Status on Section III of Notice of Change.) (W&IC 1560; FSSA TITLE IV, Sec. 406(A))

361-75 ACTION BY BOARD OF SUPERVISORS ON NOTICES OF CHANGE OAS, ANB, APSB, ANC

361-75

Action of the board of supervisors is required upon all Notices of Change (Form Ag, Bl, CA 232) except those which report school status and change of payer in ANC, change of name of recipient, and changes in guardianship status. (See Sec. 361-90, Notification to SDSW of Change in Grant.) (W&IC 1560, 2140, 2184, 3075, 3089, 3460)

363-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE, AND

363-00

The Notice of Change (Form CA 232-Rev.) is divided into five numbered sections in order to facilitate referral to any particular section of the form.

Section I is for reporting information regarding:

- A. Type of change except for change of school status of child/children 16 to 18 who are otherwise eligible for Federal participation.
  (See Section III.)
- B. Reason for change and code for discontinuance reasons.

Section II gives the codes for reporting reasons for discontinuance.

Section III is for reporting a change of school status of child/children 16 to 18 who are otherwise eligible for Federal participation.

Section IV is for:

- A. Signature, address and relationship of payee for child/children in home eligible for Federal participation.
- B. The county official's signature certifying that the county has on file the signature of payee for child/children in home ineligible for Federal participation or in an institution.

Section V is for recording the action of the county board of supervisors (Wall 1560)

363-05 RECORDING ON TOP OF FORM AND SECTION 1 OF NOTICE OF CHANGE, ANC 363-05

Under identifying information at the top of the Notice of Change (Form CA 232-Rev.) record the name of county, State and county numbers, date form is prepared, and family name.

Payee from Date of Change: Record the name of the person to whom warrants will be drawn for the care of child/children on and after the effective date of this Form CA 232-Rev. If there is more than one payee for children receiving ANC under the same case number, record name of each payee followed by number in Column 1 which corresponds to child's name.

- Complete Section I for increase, decrease, restoration, change of payee or discontinuance. (Reason for discontinuance is reported by code number under Column 2.)
- Column 1. Record first name of each child receiving ANC under the case number shown under identifying information.
- Column 2. Record opposite the name of each child for whom aid is being discontinued the code number from Sec. II which represents the principal reason for discontinuance of aid for that child. Only one code number shall be entered for each child.

(Section Continued on Next Page)

362-45 (Continued)

362-45

Particular care should be taken to give sufficient information under Remarks to identify closings which occur for the following reasons:

- 1. Change in policy; i.e., a change in legal or administrative policy which automatically makes the case ineligible at the time of the change although previously it was eligible.
- 2. Refusal after acceptance to comply with established regulations; i.e., recipient's refusal to supply information soliciting alms. (W&IC 3075, 3460)
- 362-48 REPORTING PAYMENT TO COUNTY FOR INSTITUTIONAL CARE ON NOTICE OF 362-48 CHANGE, SECTION III
  OAS, ANB

Under "Type of Care" check the type of institution in which the care is rendered, i.e., county hospital (medical or surgical care) or county infirmary if shelter and maintenance (custodial care) is the only care given.

Under "Begin Payment" report the date from which payment to the county for hospital or infirmary care is requested, and show the amount of the grant to the recipient for the month in which admitted to the institution.

Use the space under "Discontinue Payment" to report discontinuance of payment to the county for hospital or infirmary care. Opposite "Effective Date" enter the date of the last day for which the subvention is requested. Check the reason for discontinuance, i.e., discharge from the hospital or infirmary, or death, and enter the date such event occurred.

When the county giving care is not the county of the former recipient's residence this fact shall be noted by showing in the space for name of county at top of form the name of the county actually claiming subvention followed by the parenthetical statement ("resident of County"). It shall be the responsibility of the county claiming subvention to determine from the first county the amount of the grant at the time of entering the institution. (WATC 2140, 3075)

(SEE SECS. 165-00, SUBVENTION FOR HOSPITAL OR INFIRMARY CARE, 165-05, DEFINITION OF COUNTY INSTI-TUTION UNDER WAIC, SECS. 2160.7 AND 3044.1, 165-15, BASIS FOR STATE PAYMENT -- COUNTY INSTITUTIONAL CLAIM UNDER WAIC, SECS. 2160.7 AND 3044.1 AND 627-25, COUNTY INSTITUTIONAL CLAIM UNDER WAIC, SECS. 2160.7 AND 3044.1.)

362-50 APPROVAL BY THE BOARD OF SUPERVISORS, SECTION III, NOTICE OF CHANGE

362-50

OAS, ANB, APSB

Enter name of county and date of approval by the county board of supervisors. The Notice of Change (Form Ag, Bl 232) shall bear either the original or facsimile signature of the county clerk or deputy. A facsimile signature shall be affixed either by or under the special authority of the county officer whose signature is thus affixed. (W&IC 2140, 3075, 3460)

THE SECTION AND A COURT

363-05		CONTINUING SERVICES		CES PUBLIC ASSI	PUBLIC ASSISTANCE PROGRAM	
363-05	(Continued)					363-05
	EXAMPLE: COL. I	CoL. 2	COL. 3	CoL. 4	CoL. 5	COL. 6
	JOHN Gale Joe Ann	15	2-28-43	DISC. No CHANGE	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR JOHN)	YES : X X
	GALE JOE Ann	3	3-31-43	DISC. No Change	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR GALE)	x x x
	JOE ANN		4-1-43	DECREASE	(ENTER TOTAL GRANT EFFECTIVE 4-1-43)	X X

Reason for change: This section is for reporting reasons for change except discontinuances which are reported under Section II.

Increase: State reason for need of increased grant.

Decrease: State reason for decreased grant. If decrease is due to income or increased income, give the source from which such income is being received.

Restoration: In reporting restoration, information should be given in this space as to the reason that the child/children again became eligible subsequent to the discontinuance of ANC.

Change of payee: Give the exact date of change of placement.

Suspension of Aid: When aid continues under the suspension procedure but payments for one or more months are cancelled (See Sec. 36:-33, Cancellation of Warrants for Months During Which Recipient was ineligible Under Suspension of Grant Procedure) state the month or months for which the suspended payments was cancelled together with the reason for cancellation or cancellations. It is not necessary to fill in any information under Columns 1, 2, 3, 4, 5, or 6 under Sec. I of Form CA 232. In this instance, when warrants are cancelled under the suspension procedure, it is not necessary for the board of supervisors to discontinue aid and subsequently restore aid since the authorization has been continuously in effect and, therefore, aid is not discontinued by a cancelled payment. (W&IC 1560)

## 363-10 DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE

363-10

If ANC is discontinued for more than one child and the dates required under Items A, B, and C of Section II differ for the children, complete Items A, B, and C for one child and indicate to which child the dates apply. For the other child or children, record under Remarks, the dates required under Items A, B, and C, properly identified, and indicate to which child the dates apply.

Item A. Date ineligibility occurred. Record here the date on which ineligibility occurred; i.e., the date on which eligibility ceased for any one of the reasons enumerated below. When ineligibility is due to earnings, the date of ineligibility is not necessarily the date employment began, but rather the date when the earnings actually received plus other income fully meet the family's needs.

(Section Continued on Next Page)

363-05 (Continued)

363 05

- Column 3. Record effective date of increase, decrease, restoration, change of payee, or discontinuance.
- Column 4. Record nature of change; i.e., increase, decrease, restoration, change of payee, or discontinuance opposite the name of each child affected by change. If all children are not affected by the change, enter "No Change" opposite the name of each child for whom no change is being made.
- Column 5. Record the full monthly rate on which the grant has been computed, that is, the monthly grant including all cash aid paid, to meet the budgetary deficiency, or the charge for care for the child or children. In other words, the figure reported in Column 5 should not be limited to the maximum basis for State participation, if more than \$31.50 for one child and \$28.50 for each additional child eligible for Federal participation and \$22.50 for each child ineligible for Federal participation is actually being paid. If the change is effective subsequent to the first day of the month, the monthly rate of the grant rather than the prorated amount actually paid for that month should be recorded. If there is more than one payee, show amount of grant to each payee.
- Column 6. This column shall be completed for each child listed in Column 1. Check "Yes" if child is under 16 and living with eligible payee and enrolled in school. (See Secs. 628-00, Payees Eligible Under Social Security Act, and 235-20, School Attendance as Requirement for Federal Participation.)

  Check "No" if child is:
  - 1. Living with payee who is a non-relative, or
  - 2. Living with payee of a degree of relationship other than those listed in Sec. 628-00, or
  - 3. Is in a boarding home or institution, or
  - 4. Is over 16 and not enrolled in school.

One Form CA 232-Rev. may be used to report more than one action of the board of supervisors on the same case provided all actions of the board of supervisors take place on the same day.

EXAMPLE: ON March 28, 1943, The Board of Supervisors acts to discontinue ANC effective February 28, 1943, for a child who died february 11, 1943, and to discontinue ANC for another child who became 18 on March 24, 1943. On the same date, the board of supervisors acts to decrease ANC effective April 1, 1943, for two remaining children.

When one Form CA 232-Rev. is used to report more than one action Columns 1 through 5 shall be completed separately for each action.

(Section Continued on Next Page)

671-20 SOURCE OF REPAYMENT OAS, ANB, APSB, ANC

671-20

If it has been determined that a repayment of aid is due, the recipient is obligated to make such repayment from assets he may have other than the current grant and the income required to meet the current need. Repayment may be required to be made from the current grant or the income required to meet the current need only if repayment is made prior to the expiration of the current income period. (See Secs. 215-10, Restitution and Restoration of Aid, and 361-10, Decrease in Grant) (W&IC 1505, 1560, 2006, 2140, 3008, 3075, 3407, 3460)

671-25 DEMAND FOR REPAYMENT OAS, ANB, APSB, ANC 671 -25

Whenever the county has determined that the right exists to request repayment of aid, the county shall make a demand for payment. When the recipient declares himself unable to make the payment, the county shall verify his statements and record the findings in the case file. When the recipient does not make repayment, all actions necessary to secure restitution may be brought against him. (WAIC 1506,2007, 3006, 3405)

## 671-30 COUNTY RECORD OF AMOUNTS COLLECTIBLE OAS, ANB, APSB, ANC

671-30

When it has been determined that the right exists to collect overpayments of aid which have not been adjusted during the current adjustment period (See Secs 36:-10, 36:-50, 670-75, 670-80, 670-85 and 670-90), the county shall maintain records\*containing the following minimum information:

- 1) The recipient's name and state number;
- 2) Period of and reason for overpayment;
- 3) Whether actual or constructive fraud or mistake of fact occurred;
- 4) Total amount of repayment due (initial determination);
- 5) Chronological posting of whole or partial repayments received;
- 6) Posting of efforts made to collect, follow-ups, redeterminations of available resources, etc.;
- 7) Any change in determination of amount subject to collection together with the reason for such change.

The prescribed records may be set up in the form of "accounts receivable", or they may be maintained as part of the case file or as a separate record; if the records are part of the case file, an adequate system of indexing shall be maintained for speedy identification of entries pertaining to collection activities.

Regardless of the type of records maintained, all required information shall be readily available for case review and audit by the SDSW.

(W&IC +16, 1560, 2:40, 3006, 3075, 3405, 3460; AGO NS4175)

<sup>\*</sup>Suggestions for the installation of adequate records are available through the SDSW.

670-90 OVER PAYMENTS CAUSED BY OTHER FACTORS OAS, ANB, APSB, ANC

670-90

If the overpayment was due to any reason other than the possession of excess property or the receipt of income, the right to request repayment of aid exists only in those cases where the recipient committed fraud, either actual or constructive. Where the overpayment was the result of a mistake of fact, no right to request repayment of aid exists. (See GLOSSARY, FRAUD, AND MISTAKE OF FACT.)(WAIC 1506, 2007, 3006, 3405; AGO NS4473)

671-10 DISCOVERY OF EXCESS PROPERTY OR INCOME SUBSEQUENT TO RECIPIENT'S DEATH OAS

671-10

If, upon the death of a recipient of OAS, it is discovered that he was possessed of property or income in excess of the amount allowed under the OAS Law, the county shall immediately refer his case to the SDSW for appropriate action. The SDSW, in conjunction with the Attorney General, will proceed against the estate of the deceased recipient. Upon recovery from the estate the county share of the repayment will be remitted by SDSW to the county. (WAIC 2223)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 6, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 Native Sons' Building SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

S. D. S. W. REGULATION BOARDING HOMES NO. 17 (Emergency Regulation)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Convollenbery

63:b5 Attachments

0 W

1001

1946 AUG

Certified as a Regulation (or as 'Regulations) of th (Signature)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET

Karl Marren

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR Sacramento August 2, 1946 FILED

in the office of the Secretary of State of the State of California

AUG 9 - 1946

FRANK M. JORDAN, Secretary of State

Ch 1418 Statutes 1945 Secs 1400 thur 1418

NA 10 103, 2300, 2301

IN REPLY PLEASE REFER TO:

S.D.S.W. REGULATION BOARDING HOMES NO. 17

TO: ACCREDITED AND INSPECTION AGENCIES

CHILD PLACING AGENCIES

(Los Angeles, San Francisco, Butte, Placer, COUNTY WELFARE DEPARTMENTS

Sacramento, San Joaquin, Monterey)

COUNTY BOARDS OF SUPERVISORS

(Excluding Butte, Placer, Sacramento, (San Joaquin, Monterey)

COUNTY AUDITORS

Subject: Mursing and Convalescent Homes for Aged and for Children

S.D.S.W. Regulation Boarding Homes No. 11 is hereby rescinded.

### Licensing of Homes and Institutions by State Department of Public Health

Under the provisions of Chapter 1418, Statutes 1945 (Sections 1400-1418, Health & Safety Code), private hospitals, sanataria, nursing homes, convalescent homes, and maternity homes are required to secure a license from the State Department of Public Health. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

#### Definitions

The State Department of Public Health defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, maternity home, lying-in asylum, and clinics providing overnight care.

The State Department of Public Health defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving of bedside care, application of dressings or bandages, and carrying out of treatments prescribed by a duly licensed practitioner of the healing arts.

A maternity h... is a private home or institut receiving maternity patients for gain or reward, before, during, or within ten days after delivery.

Application of Definitions to Homes for Aged and Children

It should be noted that homes for day care only are not included in the definitions above.

The jurisdiction of the State Department of Public Health in relation to nursing and convalescent homes is broadened by the foregoing definitions to include not only the homes which admit one or more bed patients but also homes caring for persons with physical illnesses or defects not requiring bed care.

Foster homes for children suffering from cerebral palsy, asthma, crippling defects, and other illnesses or defects requiring medical supervision, and homes for aged caring for persons suffering from heart ailments, light strokes, cancer, diabetis, asthma, rheumatism, arthritis, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the State Department of Public Health. Determination of jurisdiction under the hospital licensing law rests with the State Department of Public Health.

Homes for aged under the licensing jurisdiction of the State Department of Social Welfare and its accredited agencies which continue care for aged guests when prolonged illnesses occur may, as time elapses, come under the licensing jurisdiction of the State Department of Public Health. When the characteristics of the home change from custodial care to care of the ill, referral shall be made to the State Department of Public Health for determination of jurisdiction under the hospital licensing law.

Private family homes which provide custodial care only of the enfeebled aged, are not considered nursing homes. A private family home caring for an aged friend as a member of the family, but not regularly caring for aged persons, is not considered a nursing home even though the aged friend may be in ill health and under a physician's care and supervision. A private family home providing custodial care only for a spastic or crippled child, but not regularly caring for ill or crippled children, is not considered a nursing home.

### Elimination of Dual Jurisdiction

Homes under the licensing jurisdiction of the State Department of Public Health will not be licensed by the State Department of Social Welfare or its accredited agencies even though physically well persons (aged or children) are cared for in addition to those suffering from physical illness or defect. Exception is made in the case of homes entering into life care contracts and requiring a Certificate of Authority from the State Department of Social Welfare in accordance with the provisions of Section 2350 of the Welfare and Institutions Code. In such cases (rarely occurring in boarding homes), the State Department of Social Welfare license is issued on the basis of the license issued by the State Department of Public Health and without social study by the State Department of Social Welfare or its accredited agency; and the Certificate of Authority is issued by the State Department of Social Welfare after determination of compliance with fiscal requirement.

### Procedure for Referral to the State Department of Public Health

Homes for aged and children shall be referred to the State Department of Public Health through the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HORES NO. 17 Page 2

variante de <mark>la princio de la compania del compania de la compania del compania de la compania del la compania de la compania del la compania de la compania</mark> and the feeling of th and the contract of the contra and the second of the second o of the control of the Com . Walne aced print to i si de l'estera e a compania de la Por una estera del compania de la compania del compania de la compania del compania de la compania del com differential. Live of Att 5.8 to show and the state of is to atminist every the second second district energy produces in the first figure. And the first of the second se andred in the driving to the community of the community of the plant of the plant of the community of the contract o and the grows of the borner of the first energy and builting and builting and the contraction of The first section of the control of

State of the Control of the Control

the transference of the transfer of the first of the content of the first of the gradient of the content of the

Accredited ar. Inspection agencies shall prepare a description of each home to be referred to the State Department of Public Health and shall submit it, in duplicate, to the State Department of Social Welfare, Sacramento. The description shall contain the following information:

Name of the home
Address of the home
Name and address of the operator, if different from the name of the home
Capacity or population
The physical illnesses or defects of aged guests or children (as
reported by the operator, patient, physician, or relative. A diagnosis
is not necessary.)
The services offered by the home (e.g. administration of medicines,
preparation of special diets, bedside care, etc.)

Case records of homes referred through the State Department of Social Welfare to the State Department of Public Health shall not be closed until determination has been made by the State Department of Public Health of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the State Department of Public Health, the accredited agency (the State Department of Social Welfare for inspection agencies) shall notify the operator or foster mother in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending); and the case shall be closed.

Very sincerely yours,

Cry Waltenling

CHARLES M. WOLLENBERG, Director Department of Social Welfare Laboration between a service to the service of the

VARY STREET, S

CHARLES OF THE PROBLEM OF COMMENTS

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

Г

Harl Marren Covernor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 6, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHA'M 409 NATIVE SONS: BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 266-B (WS)
DEPARTMENT BULLETIN NO. 278-A (Selective Service)
DEPARTMENT BULLETIN NO. 280 (WS)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

muselenling

63:b5 Attachment Certified as a Regulation (or as Regulations) of the (Signature

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET

EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR Sacramento July 3, 1946

FILED

in the office of the Secretary of State of the State of California

AUG 9 - 1946

FRANK MOJORDAN, Secretary of State

Assistant Secretary of State

USIC 103, 113, 114, 115,116

120, 120.5

DEPARTMENT BULLETIN NO. 266-B (WS)

TO: COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

Subject: Civilian War Assistance

Medical Care

Notification has been received from the Social Security Board that U. S. Public Health Service funds for hospital and medical care under the Civilian War Assistance Program expired June 30, 1946. Legislation now before Congress for continuation of the Civilian War Assistance Program includes provision for medical care. Dr. W. T. Harrison, the medical director, has advised that in the interim any new authorizations for hospitalization, medical or dental care will be contingent upon receipt of further funds. Therefore, any referrals made by county welfare departments to hospitals, doctors or dentists for care under this program should carry the specific statement that payment is contingent upon availability of additional funds.

If hospitals, physicians or dentists are unwilling to accept new referrals on the above basis, Civilian War Assistance funds may be used if community resources are not available and medical care cannot be delayed. Since the Civilian War Assistance Program is now being operated with limited funds, expenditures for medical care should be limited as much as possible.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

One Welenberg

Certified as a Regulation (or as Regulations) the
(Name of State Agency) Weifar
Onwallenberg
(Signature)
Derector
(Title) . 8/6/46
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET CHARLES M. WOLLENBERG
DIRECTOR
Sacramento
July 11, 1946

FILED

· WO 10 103, 113, 114, 115, 116,

in the office of the Secretary of State of the State of California

AUG 9 - 1946

FRANK MOJORDAN, Secretary of State

By Assistant Secretary of State

DEPARTMENT BULLETIN NO. 278-A (Selective Service)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Extension of Selective Service System Medical Survey Program

The Social Security Board has authorized continuation of the Selective Service System Medical Survey Program through the month of July, 1946. Therefore, you may now incur obligations through July 31, only, as the Department has no information as to whether there will be funds to continue the program after that date.

Very sincerely yours,

Cim. Wallenters

CHARLES M. WOLLENBERG, Director Department of Social Welfare Certified as a Regulation 'or as Regulations) of the

(Name of State Agency)
(Name of State Agency)
Muscleulung
(Signature)
Director
(Title) /
8/6/46
(Date)

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET

EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

> Sacramento July 1, 1946

FILED in the office of the Secretary of State of the State of California

7. 10 103, 113, 114, 155, 116,

120, 120.5

AUG 9 - 1946

FRANKSM. JORDAN, Secretary of State

DEPARTMENT BULLETIN NO. 280 (WS)

TO: COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

> Subject: Continuation of Civilian War Assistance Program

The Social Security Board has authorized continuation of the Civilian War Assistance Program, until further notice, from the balance of funds remaining in the State. Therefore, you may continue until further notice to make assistance payments to all persons eligible under this program.

Very sincerely yours,

CHARLES M. WOLLENBERG. Director

Department of Social Welfare

Cin. Wallenberg

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) Harl Marren Covernor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 August 22, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

MANUAL OF INSTITUTIONAL AUDITS REVISIONS

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945. These regulations were originally sent to you on August 16, 1946. Through error one was not properly certified. We regret this error.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

SACRAMENTO, CALIF.

1946 AUG 26 PM 2 34

FRANKM. JORDANS 29

SECRETARY OF STATE OF CALIFORNIA UP

Certified as a Regulation (or as Regulations) of the Signature

## FILED

in the affice of the Secretary of State of California

## AUG 2 6 1946

FRANK MAORDAN, Secretary of State

# PART II - PROCEDURE

11A - AUDIT PROCEDURE (continued)

By A state Confestory of Sta	
Insurance By Assistant Socretary of Star	200.19
Schedule of Insurance	200.19a
Average Annual Cost of Insurance	200.19b
Life Insurance Policies Assigned to	
Institution	200.19c
Plant Property and Equipment	200.20
Title to Property	200.21
Depreciation	200.22
Types of Buildings	200.22a
	200.22b
Schedule of Depreciation	200.220
Over-depreciation	200.23
Accounts Payable	200.24
Notes Payable	200.24a
Schedule of Notes Payable	
Unemployment Insurance	200.25
Property Taxes	200.26a
Tax Bills	
Admission Fee Deposits	200.27
Guests' Deposits	200.28
Institutional Documents	200.29
Articles of Incorporation	200.29a
Directors or Trustees	200.29b
Committees	200.290
Staff of Home	200.29d
Board Minutes	200.29e
Other Miscellaneous Material	200.29f
Statements of Operations	200.30
Operating Costs	200.31a
Per Capita Cost	200.31b
Sub-schedules	200.310
Arrangement of Items	200.32
Statement of Income Amount Available from Life Care Reserve	200.32a
	200.32al
Initial Studies	200.3282
Columnar Captions of Schedule	
Computation of Necessary Reserve	200.3283
Schedule of Amount Available from	200.3284
Life Care Reserve	
Computations on Follow-up Studies	200.3285
Schedule Arrangement, Amount	200.3286
Available from Life Care Reserve	200. 1200
Amount Available from Reserve for	200.32a7
Revocable Contracts  Amount Available from the Reserve for	200. )241
	200.326
Annuitants Income from Monthly Boarders	200.320
	200.32d
Income from Outside Real Estate	200.32e
Gain or Loss on Sale of Life Memberships Probable Losses, Cost of Operations	
Probationary Period, Time Allowance	200.32e
Columnar Captions	200.32el
oordinar oaperons	~~~

## 11A - AUDIT PROCEDURE (contined)

Arrangement of Items, Statement of Income Other Operating Accounts	200.32f 200.32g
Condensed Statement of Income and Expenditures Arrangement of Items	200.33 200.33a
Reserves and Probable Cost of Care	200.34
Probable Cost of Care Computation	200.348
Usual Method Based on Current Per Capita Cos Alternate Method, 5-year Average Per Capita Cost	
Necessary Reserve Computation	200.34a
Usual Method Based on Current Per Capita Cos Alternate Method, 5-year Average Per Capita	200.34b t200.34b
Cost	200.34b
Value of Use of Buildings and Equipment, Based Upon Depreciation	200.34e
Reserves for Payment of Life Annuities	200.340
Segregation of Life Care Reserves	200.34e
Assets Required for Reserves after 9/19/39	200.34el
Assets Required for Reserves prior to 9/19/39	200.34e2
Analysis of Assets to Cover Necessary	
Life Care Reserves Probationary Period	200.34e
Deposits on Life Memberships	200.34f 200.34g
Gratis Memberships	200.34h
Reserve for Life Members in State Hospitals	200.341
Reserve for Revocable Contracts	200.34j
Surety Bonds	200.34k
Statistics	200.35
Balance Sheet	200.36
Arrangement of Accounts Scope of Audit	200.36a
General Comments and Recommendations	200.37
	200.38
Life Care and Monthly Care to Aged Persons	201
Aged Institutions Furnishing Monthly Care Only	202
Per Capita Cost Studies, Blind Aid	202.1
Per Capita Cost Studies, Assignments of Property Schedule of Residents	202.2
Contracts for Life Care	202.3
Admission Fees	202.4
Operating Costs	202.6
Income	202.7
Probable Cost of Care and Necessary Reserves	202.8
Balance Sheet	202.9
General Comments and Recommendations	202.10
Fraternal, Religious and Racial Homes for Aged Persons	203
Children's Homes	204
Constructive Services to Institutions	205
New Organizations	205.1

#### PART II - PROCEDURE

#### L1B - OFFICE PROCEDURE

Office Audit Review and Check	300.
Audit Review	300.1
Checking Audit Material	300.2
Typing and Proofreading	300.3
Checking for O.A.S. or Blind Aid Recipien	ts300.1
Release and Distribution of Reports	300.5
Agenda Material for Actions Meeting	300.6
Application for Certificate of Authority	300.8
Certificate of Authority	300.9
Distribution of Certificate of Authority	300.10

#### PART III - FORMS

## IIIA- FORMS EMPLOYED AND THEIR PURPOSE

List of Forms Used and Explanation of Purpose (including a sample audit report) 400.

INDEX

### 1A - PURPOSE OF FINANCIAL STUDIES OF INSTITUTIONS

\* to the state of the state of

\* regulations already described in Section 100. Inasmuch as recipients of Public Assistance frequently receive care in

\* these homes, apparently on a month-to-month basis, it must be determined that they are not receiving free care nor hold \* enforceable contracts for life care (W&IC 2160.5, 3044.5).

\* aged on a month-to-month basis, life care not being the object, are frequently investigated for financial solvency, to determine monthly per capita costs and to analyze income and disbursements to support consideration for licensing. (W&IC 2300-2310, inclusive.)

- 103. FRATERNAL, RELIGIOUS AND RACIAL HOMES FOR AGED PERSONS: The State Department of Social Welfare's responsibility in respect to fraternal, religious, racial or other homes accepting assignments of property from applicants as a condition of admission, covers, primarily, the determination of monthly per capita costs. Audits of records to determine monthly per capita costs of homes within this group are required in order that county welfare departments may have figures available to arrive at the current property interest of an applicant for aid who at some time has assigned property to the home. Aged and blind persons may qualify for assistance provided the property interest of the individual does not exceed certain limitations prescribed by law, and provided also applicants are not receiving care under life care contracts. (W&IC 2163, 3047, AGO-NS5220, SDSW Bulletin 231.)
- 104. MONTHLY CARE TO CHILDREN: State aid payments are frequently found in children's institutions. Audits of records of children's homes are made on a selective basis where an urgent need exists to examine their financial performance as a support to licensing consideration. Recent financial activities with respect to children's homes, and this includes also day nurseries, has consisted mainly of determining per capita costs from financial material submitted and offering suggestions to improve existing account-keeping procedures. (W&IC 1620-1630, inc.)
- 105. COMMERCIAL HOMES FOR AGED PERSONS: These examinations are rarely made and are requested only when the need of an audit is urgent and when it is known aged aid and/or blind aid recipients are receiving care.

If room lessees are also in the home, a separate schedule will be necessary which will include the same information as indicated for monthly boarders. An additional column is to be provided showing the amount paid for room leases.

It should be stated here that all schedules comprising a complet financial report are to be prepared in a neat and legible manner so as to facilitate the job of checking and to insure accurate transcription. Explanatory data should be clear and concise; particular care must be taken to have numbered or lettered references supported by properly connected footnotes.

200.3 Average Daily Attendance: Inasmuch as the average daily attendance is a necessary factor in computing the average per capita cost of care of guests, a brief explanation for arriving at this figure follows. The total number of days all residents received care during the period, divided by the number of days of the period equals the average daily attendance. For example, if ten residents lived in a home the entire year, the average daily attendance would be ten (total resident days, 3650÷365=10). For leap years (1944, 1948, etc.) the one additional day in the year must be considered.

200.3a Partial Residence During Period: If the resident did not reside in a home the full period, the following rules are to be observed in computing the number of days care was received in the home.

The date of entrance is to be considered a full day while the date of discharge is to be dropped. For example, a resident entering June 1 who was discharged June 30 is considered to have received 29 days' care; his period of residence extended from June 1 to June 29 inclusive. This group will include residents who entered during the period and those who were discharged (died, dismissed, or left voluntarily).

200.4 Age on Last Day of Period: The age of the resident on th last day of the period under audit is indicated on the schedule of residents by his age in years and months. It is arrived at as follows:

The number of days is not shown on the schedule of residents. In this illustration, 30 days were borrowed from the month column, making 60 days. Twelve months were borrowed from the \*year column, making 16 months. If the birthdate is incomplete, \*indicating the year of birth only, use the year of audit \*excluding month and day in determining the resident's current \*age. For example, if the resident's birthdate is reported \*as 1874, his age on 12/31/44 would be calculated as follows:

Year of audit 1944 Birthdate 1874 Age 12/31/44 70 IIA - AUDIT PROCEDURES
200. - AGED LIFT ARE HOMES

A worksheet analysis is advisable in order to eliminate payments of board and room which have been applied as credits on the purchase of life memberships or in cases where prepayments of board and room have been made.

200.32d Income from Outside Real Estate: The figure showing income from outside real estate in the home's records is acceptable without detailed verification. Expense of maintaining outside real estate should be applied against income and if an excess in favor of income results, it should be shown on the Statement of Income under "other income." If the computation indicates a loss, it should be shown on the statement of costs of operations under the caption "other expense." Expense of maintaining outside real estate should not be included in operating costs on which the per capita cost determination is made.

200.32e Gain or Loss on Sale of Life Memberships: A schedule should be prepared indicating whether life memberships sold during the period under review reflected a gain or loss compared to the probable cost of care. Guests serving their probationary period are not included in the schedule prepared currently. They must receive consideration, however, on the schedule prepared during the subsequent period when life care status has been attained.

An informational schedule may be prepared showing gain or loss on the sale of life memberships covering probationers. This gain or loss should not be taken into consideration on income or expense schedules covering current operations.

\* Allowance must be made on the Schedule of Gain or Loss on
\* Sale of Life Memberships for the probationary period when
\* figuring the residents' probable future cost of care. If
\* the resident, born 4/15/74, entered the home 8/1/44,
\* subject to three months' probation, he would not attain
\* life care status until 11/1/44. The latter date should
\* be used in determining the resident's age which in this
\* instance would be 70 years, 6 months and 16 days. The
\* applicable annuity factor would be 7.516 (male, age 71).

\* If a loss is reflected on the Schedule of Gain or Loss on \* Sale of Life Memberships, the amount of loss should be \* stated on the Statement of Costs of Operations under the \* caption "Other Costs." This item is not to be included in \* the costs of operations upon which the per capita cost \* calculation is based. Note the handling of this item on \* the Condensed Statement of Income and Expense as explained \* in Section 200.33a.

200.32el Columnar Captions: The columnar captions of this schedule are listed as follows:

Name of guest
Age of entrance
Amount paid for life care
Probable cost of care (annuity factor times the
annual per capita cost including depreciation)
Probable gain or loss

200.32g Other Operating Accounts: Other accounts reflecting income and expenses will be encountered from time to time but those commented upon in the previous paragraphs are typical and will be part of practically every financial study covering a life care institution.

200.33 Condensed Statement of Income and Expenditures: This statement is prepared for each report covering the operations of the fiscal period and represents a summary of income and expenditures. The difference between the summary of income items and expense items is referred to as "excess income" or "excess expenditures" as the case may be. The expression "Profit and Loss" is not recommended inasmuch as benevolent non-profit institutions are covered by audits under the jurisdiction of sections 2350-2360 of the Welfare and Institutions Code.

200.33a Arrangement of Items: The following arrangement of items comprising this schedule is recommended:

Condensed Statement of Income and Exp	penditures:
Operating Income:	
General Income (Section reference)	
Available from Reserves (Sec. ref.) Total	
Entrance Fees (Section reference)	
Less Prob. Cost of Care (Sec. ref.) Total Operating Income	(a)
Operating Costs (incl. depr.) (Sec. ref.)  Excess operating costs (or income)	
Other Income (Section reference)	
Other Costs " "	<del></del>
Excess all costs (or income)	

(a) If this figure should be a deduction (loss on contract contracts sold), report in the same place and deduct from income.

200.34 Reserves and Probable Cost of Care: The last two columns in the schedule of residents have been provided for computing the probable cost of care and necessary reserve for each life care resident in the home the last day of the period under audit.

200.34a Probable Cost of Care Computation: The probable cost of care of each guest is determined by multiplying the annuity factor (7th col.), by the annual per capita cost including depreciation. Under certain circumstances subject to the approval of the Supervisor of the Institutional Audit Unit, per capita costs used in computing probable costs of care may be based upon the average per capita cost covering a five-year period of operations. This procedure is to be employed only when current per capita costs have increased abnormally due to current inflated costs of operations causing overstatement of future costs of care and necessary life care reserves.

<sup>\*</sup> Revison - May 24, 1946.

200.34b Necessary Reserve Computation: The necessary reserve for life care is arrived at by multiplying the annuity factor by the annual per capita cost excluding depreciation. It has been found helpful to write both per capita costs in pencil under the columnar captions for ready reference when making the individual calculations.

\* Instructions contained in Section 200.34a, second \* paragraph, apply here also, except that necessary reserves \* are involved in the computations.

200.34c Value of Use of Buildings and Equipment Based on Depreciation: Upon totaling the items in the probable cost of care column and those in the necessary reserve it will be noted that the total probable cost of care exceeds that of the necessary reserve by a considerable amount. This is because the items in the former amount include the per capita cost of depreciation. The difference between the totals of these columns represents "the value of use of buildings and equipment based on depreciation." This amount is carried to the balance sheet under the detail of "reserve for cash cost of care."

200.34d Reserves for Payment of Life Annuities: Several homes within the State enter into annuity agreements with their residents. They accept lump sum deposits for which the homes agree to pay the residents a stipulated sum. These payments are generally made once a month. Reserves must be set up for transactions of this kind which must be covered by securities legal for the investment of funds of savings banks. This is a requirement of the Insurance Code which is under the jurisdiction of the State Department of Social Welfare insofar as benevolent, non-profit institutions subject to licensing and certification provisions of the Welfare and Institutions Code are concerned.

In order to determine the reserve necessary for an individual annuitant, multiply the annuity factor times the annual payment made by the home to the resident.

Example: Resident is to receive 5% of \$5,000.00 deposited with the home or \$250.00 annually. Assuming the resident, a woman, to be 73 years old, the reserve would be \$2,015.00 (factor 8.060 x \$250.00).

200.34e Segregation of Life Care Reserves: The names of the life care guests are arranged to show those who entered before September 19, 1939 and those who entered after this date, in order that the total probable cost of care and total necessary reserves for both groups can be arrived at.

<sup>\*</sup> Revision - May 24, 1946.

201. LIFE CARE AND MONTHLY CARE TO AGED PERSONS: Audit procedure covering life care institutions (Sections 200.1 to 200.38 inc.) applies also to homes furnishing both life care and care on a

monthly basis.

202. AGED INSTITUTIONS FURNISHING MONTHLY CARE ONLY: Frequently it is found necessary to audit the accounts of an aged home whose program of care is limited to providing board and room on a month-to-month basis.

Financial investigations of institutions in this category are similar in scope to those involving life care homes.

Generally, the examinations are not as detailed, unless there is evidence of mis-handling of funds or evidence indicating that the organization has deviated from its original purpose, and in doing so has neglected to provide adequate care for its guests. Reports prepared by certified public accountants are not likely to be available covering organizations whose Operations are questionable from both the financial viewpoint and from the viewpoint of the standard of care provided.

\* Section 3044.5 of the Welfare and Institutions Code (AB 180 \* effective 9/15/45) has eliminated the need for determining \* per capita costs of aged, benevolent institutions furnishing \* care to recipients of blind aid. If, however, the fiscal \* period under examination precedes September 15, 1945, the \* monthly per capita cost limitation of \$83.33 still applies

\* in determining the eligibility of recipients of blind aid.

202.2 Per Capita Cost Studies: Assignments of Property: If residents have assigned property to a home wherein no life care contracts have been entered into, it is also necessary to determine the home's per capita cost in order that the residents' personal property equities may be computed. (SDSW Bulletin 231.)

Inasmuch as the scope of audit of an aged non-profit benevolent institution furnishing board and room on a month; basis differs slightly from that of a life care home, the variations in procedure will be pointed out in lieu of establishing the complete procedure step by step.

202.3 Schedule of Residents: The last three columns of the schedule of residents--annuity factor at  $2\frac{1}{2}\%$ , probable cost of care, and the necessary reserve--apply only to life care guests, thus will be delted.

202.4 Contracts: Contracts involving life care arrangements are likely to not be encountered in homes furnishing board and care on a month-to-month basis. Applications on file for monthly guests should be examined and the necessary data entered on Form DFA 177.

300.3 Typing and Proofreading: After accounting for all material comprising the report and checking the financial schedules for mathematical accuracy, the complete report is transmitted to the employee of the Institutional Audit Unit in Sacramento for typing. The typed material is proofread before the report is assembled in final form.

300.4 Checking for 0.A.S. or Blind Aid Recipients: Upon receipt of the report in Sacramento, the schedules of attendance are sent to Index where all residents are checked against the card index of aid recipients to determine which life care residents, if any, and other residents, receive 0.A.S. or Blind Assistance. This operation is of significance only in instances where:

(1) Life care residents are receiving aged or blind aid; (2) The per capita cost of the institution exceeded \$50 a month prior to August 4, 1943 and furnished care to aged aid recipients on a monthly basis prior to that date;

\* 13) The per capita cost exceeded \$83.33 prior to

September 15, 1945, and the institution furnished

care to blind aid recipients on a monthly basis

prior to that date.

Index furnishes cases covering residents coming within either of the categories mentioned in the previous paragraph and a memorandum is submitted to the Bureau of Office Audits containing information as follows: case number name of recipient, his birthdate and birthplace, name of institution, per capita cost and audit period, date of recipient's entrance to the home, and his status (life care or boarder). See Form No. DFA 185.

The purpose of this procedure is to furnish facts which have a bearing on the eligibility of the aid recipient to future aid payments.

300.5 Release and Distribution of Reports: Six copies are prepared of Institutional Audit reports covering homes in the Los Angeles region; five for those operating in the San Francisco region, and five for those operating in the San Joaquin Valley which are under the jurisdiction of the Sacramento Office. These copies are to be distributed as follows:

(1) Supervisor, Institutional Audits Unit, San Francisco

(2) Director, State Department of Social Welfare (3) Institution (with letter of transmittal)

4) Child Welfare Division, Sacramento (to Index)

(5) Institutional Audits Unit, Sacramento

(6) District Office, L.A. only, c/o Institutional Auditor

\*

<sup>\*</sup> The Supervising Auditor, Bureau of Audits, Sacramento, is to \* be given copies of all completed institutional reports for \* review, which, after his inspection, are to be returned to the Institutional Audits file.

Revision - May 24, 1946.

IIB - OFFICE PROC RE 300. - OFFICE AUDI'L REVIEW AND CHECK

#### 300.5 (continued)

\* Copies of all reports will be on file in the Insitutional

\* Audits files in the San Francisco and Los Angeles offices, and

\* will be available for reference of staff members. An "out"

\* card is to be inserted in the files for each report loaned to

\* staff members.

\* Financial reports covering life care institutions subject to \* recommendation for certification should be released to the \* Director and to the Child Welfare Division approximately ten \* days prior to the date the certificate of authority is to be \* granted. This will allow the Director and the representative of the Child Welfare Division a reasonable length of time to familiarize themselves with the nature of the recommendations contained in the reports. Reports covering audits of institutions other than life care are to be submitted to the \* Director and to the Child Welfare Division upon completion.

\* certificates of authority to enter into life care contracts
\* must be approved by the Director of the State Department of
\* Social Welfare after the organization under consideration has
\* been licensed by the Department. Recommendation to grant or
\* deny a certificate of authority to a life care institution will
\* be made to the Child Welfare Division which will in turn
\* forward to the Director for consideration. Upon receipt of
\* the recommendation and a copy of the financial study, the
\* Director will submit written instructions regarding the
\* issuance of a certificate of authority.

### 300.7 deleted.

300.8 Application for Certificate of Authority: Before issuing the certificate of authority, an application must be on file in the offices of the State Department of Social \* \* \* Welfare. Application forms in quadruplicate should be \* mailed to the institution approximately two months preceding \* the renewal date of the certificate or the date for granting \* an initial certificate. Three completed copies are returned \* to the San Francisco office of the State Department of Social \* Welfare, one copy each for the Institutional Audits Unit, Sacramento Index, and the District Office. The fourth copy is retained by the institution for its files.

300.9 Certificate of Authority: Upon receipt of notification from the Director of the State Department of Social Welfare of approval of recommendation to grant a certificate of authority, Form AI-8 is to be prepared in quadruplicate.

\* The certificate will bear the effective date subject to the Director's approval.

<sup>\*</sup>Revison - May 24, 1946.

IIB - OFFICE PROCEDURE
300. - OFFICE AUDIT REVIEW AND CHECK

300.10 <u>Distribution of Certificate</u>: Upon receipt of this notification, a certificate of authority is mailed to the institution together with a letter of transmittal. Carbon copies of both the certificate and letter of transmittal are submitted for departmental reference as follows:

(1) District office (San Francisco or Los Angeles)

(2) Sacramento Index

(3) Child Welfare Division (letter of transmittal only)

(4) Supervisor, Bureau of Audits (transmittal letter only)

(5) Supervisor, Institutional Audits Unit, San Francisco Office

A sample certificate of authority is included in Section III, Forms, which follows.

## INDEX

Accounts Payable Accounts Receivable Admission Fees, Non-life-care institutions Admission Fee Deposits Aged Life Care Homes Aged Institutions Furnishing Monthly Care Admission Fees Balance Sheet Contracts for Life Care General Comments and Recommendations Income Operating Costs Per Capita Cost Studies, Assignments of Proper Capita Cost Studies, Blind Aid Probable Cost of Care and Necessary Reserve Schedule of Residents Scope of Audit Agenda Material for Actions Meeting Age Determination, Last Day of Period Amount Available from Reserve for Annuitants Amount Available from Reserve for State Hospital Amount Available from Reserve Schedule Analysis of Assets Annuity Factor Determination Annuity Table, McClintock's 2½ (Refer to Laws) Articles of Incorporation Assets Required for Reserve, after September 19, Assets Required for Reserve, prior to September	202.1 202.8 202.3 202. 300.6 200.4 200.32a 200.32b 200.32a7 200.32a3 200.32a4 200.34e3 200.5, 4 200.29 200.34e1	00.5
AUDIT PROCEDURE	PART IIA	2.00
Audit Review Audit Scope Audits, Detailed Examination of Accounts Average Daily Attendance Partial Residence During Period	300.1 200.37 200.9 200.3 200.3a	
Balance Sheet     Arrangement of Accounts Bank Payroll Accounts Blind Aid Recipients, Residents of Institutions Board Minutes	200.36,20 200.36a 200.14 300.4 200.29e	02.9
Cash, on hand and in banks Cash, Petty Certificate of Authority Certificate of Authority, Application Certificate of Authority, Distribution	200.11 200.12 300.9 300.8 300.10	

20

INDEX - Page 2	Section
Certified Public Accountant's Report Certified Public Accountant's Certification Checking Audit Material Children's Homes Comments and Recommendations Commerical Homes for Aged Persons Committees Condensed Statement of Income and Expenditures Constructive Services to Institutions New Organizations Contracts for Life Care Cost of Care Cost of Operations	200.8 200.8b 300.3 204. 200.38,202.10 105 200.29c 200.33 205. 205.1 202.4 200.34a,202.8 200.30
Depreciation Over-Depreciation Schedule of Depreciation Types of Buildings Deposits, Admission Fees Deposits, Guests Directors or Trustees of the Institution Documents, Institutions Articles of Incorporation Board Minutes Committees Directors or Trustees Other Miscellaneous Material Staff of Home	200.22 200.22c 200.22b 200.22a 200.27,200.34g 200.28 200.29b 200.29 200.29e 200.29e 200.29c 200.29b 200.29c 200.29f 200.29f 200.29d
FINANCIAL STUDIES OF PRIVATE INSTITUTIONS, Purpose	PART IA
American Table of Mortality, Men Application for Certificate of Authority (AI-8) Audit Report Case History Sheets, Aged (DFA 177) Case History Sheets, Children (LA AUD 2) Certificate of Authority Day Chart Eligibility Data, Aid Recipients in Private Institutions (DFA 185) Index Audit Work Papers (DFA 170) McClintock's Expectancy Table, Female McClintock's Values of Annuities at 2½% Summary of Financial Report (DFA 179) Weekly Time Report of Field Auditors (DFA24) Work Chart Fraternal Homes for Aged Persons	400.11 400.8 400.14 400.2 400.3 400.9 400.4 400.13 400.6 400.12 400.5 400.10 400.7 400.1 103, 203
Gain or Loss on Sale of Life Memberships Probable Losses, Cost of Operations Probationary Period, Time Allowance Columnar Captions for Schedule Gratis Memberships	200.32e 200.32e 200.32e 200.32el 200.34h

INDEX - Page 3	Section
Home Contacts, Arranging for Audit	200.1
Income, Institution Furnishing Monthly Care Income and Expenditures, Condensed Statement Arrangement of Items Income from Monthly Boarders Income from Outside Real Estate Income from Other Sources Income Statement, Accounts Involved Amount Available from Life Care Reserve Computation on Follow-up Studies Computation of Necessary Reserve Columnar Captions of Schedule Initial Studies, Data on Residents Schedule Arrangement, Initial Studies Schedule Arrangement, Follow-Up Studies Amount Available from Annuitants Reserve Arrangement of Items, Income Statement Gain or Loss on Sale of Life Memberships Columnar Captions of Schedule Income from Monthly Boarders Income from Outside Real Estate Insurance Assignment of Policies to Institutions Average Annual Cost of Insurance Schedule of Insurance Investments (Securities) Character of Securities, Determination	202.7 200.33 200.32a 200.32d 200.32 200.32a 200.32a 200.32a5 200.32a5 200.32a2 200.32a1 200.32a4 200.32a4 200.32b 200.32f 200.32c 200.32c 200.32c 200.32d 200.32c 200.32d 200.32c 200.32d 200.32d 200.32d 200.32d 200.32d
Market Values of Securities Safekeeping of Securities Securities Considered for Life Care Reserves Introduction Follows Table of	200.17c 200.17b 200.17d
Laws Governing Life Care Extracts from Welfare and Institutions Code Follows Life Care and Monthly Care to Aged Persons Life Care Reserve Segregation Life Care to Aged Persons Life Membership Deposits Life Memberships, Amounts Paid	100.1 Introduction 101.201 200.34e 100. 200.34g 200.6
Market Values of Securities Miscellaneous Material Required of Institutions Monthly Care to Aged Persons Monthly Care to Children	200.17c 200.29f 100,202 104, 204
Necessary Life Care Reserve Computation Usual Method Based on Current Per Capita Cost Alternate Method, Five-year Average Per Capita Cost New Organizations Notes Payable Schedule of Notes Payable Notes Receivable Schedule of Notes Receivable	200.32a3,200.34b 200.34b, 200.34b 205.1 200.24 200.24a 200.16 200.16a

INDEX - Page 4	Section
O.A.S. Recipients Residing in Institutions	300.4
OFFICE PROCEDURE	PART IIB
Office Audit Review and Check Agenda Material for Actions Meeting Application for Certificate of Authority Audit Review Certificate of Authority Checking Audit Material Checking for O.A.S. and Blind Aid Recipients Distribution of Certificate of Authority Release and Distribution of Reports Typing and Proofreading Operating Costs Arrangement of Items on Statement Per Capita Cost Determination Subsidiary Schedules Outside Real Estate Schedule Headings Value for Reserve Purposes	300. 300.6 300.8 300.1 300.9 300.2 300.4 300.10 300.5 300.3 200.31 200.31e 200.31e 200.31b 200.18 200.18a 200.18b
Payables, Accounts Payroll Accounts Per Capita Cost Determination Per Capita Cost Studies, Assignments of Property Per Capita Cost Studies, Blind Aid Petty Cash Plant Property and Equipment Population Study Probable Cost of Care Computation  Usual Method Based on Current Per Capita Cost Alternate Method, Five-Year Average Per Capita Cost Probable Cost of Care and Necessary Reserve Computation	200.23 200.24a 200.14 200.31a 202.2 103,202.1 200.12 200.20 200.2 200.34a,202.8 200.34a 200.34a,200.34b
Probationary Period Property Taxes Tax Bills Property Title	202.8 200.34f 200.26 200.26a 200.21
PROCEDURE, AUDIT	PART IIA
PROCEDURE, OFFICE	PART IIB
PURPOSE, FINANCIAL STUDIES OF PRIVATE INSTITUTIONS	PART IA
Racial and Religious Homes for Aged Persons Real Estate, Investment (not plant property) Receivables, Accounts Receivables, Notes Release and Distribution of Reports	103,203 200.18 200.23 200.24a 300.5

INDEX - Page 5	Section
Reserves and Probable Cost of Care  Deposits on Life Memberships Gratis Memberships Necessary Reserve Computation Probable Cost of Care Computation Probationary Period Reserves for Payments of Life Annuities Reserve for Revocable Contracts Segregation of Life Care Reserves Assets Required for Life Care Reserve prior to September 19, 1939 Assets Required for Life Care Reserve after September 19, 1939 Value of Use of Buildings and Equipment, based on depreciation Reserves for Payment of Life Annuities Residents in the Home, Verification Residents in the Home, part-time during the period Residents' Schedule, Pertinent Data Revolving Funds	200.34 200.34g 200.34h 200.34b 200.34f 200.34f 200.34g 200.34d 200.34e 200.34e2 200.34e1 200.34e 200.34d 200.34d 200.7 200.3a 200.2,202.3 200.13 200.2
Room Lessees  Scope of Audit Securities (Investments) Securities Considered in the Life Care Reserve Securities, Provision for Safekeeping Social Welfare Board Agenda Staff of Home Statement of Income Statements of Operations Statistics Subsidiary Schedules, Operating Costs Surety Bonds	200.37 200.17 200.17d 200.17b 300.7 200.29d 200.32 200.30 200.35 200.31b,2003k 200.34k
Tax Bills Test-check of Accounts of an Institution Trial Balance Typing and Proofreading	200.26a 200.8a 200.10 300.3
Unemployment Insurance	200.25
Value of Land, Buildings and Equipment (based on depreciation)	200.340

Follows Introduction

Welfare and Institutions Code, Extracts

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE

WASHINGTON BUILDING

311 SOUTH SPRING STREET

(13)

SAN FRANCISCO OFFICE

DAVID HEWES BUILDING

995 MARKET STREET

(3)

STATE OF CALIFORNIA

Karl Marren

Governor

Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 26, 1946

Hon. Frank M. Jordan

Secretary of State Room 109, State Capitol Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 UNION STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO.

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

> STATE DEPARTMENT OF SOCIAL WELFARE BOARDING HOME MANUAL

We are sending you corrected copies at this time which will be replaced later when the Manual is issued. These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours.

Ind Clube CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5 Attachments

> STATE OF CALIFORNIA SECRETARY OF STATE PRANKM JORDAN

EI & MY TS DUA BAGE

SACRAMENTO, CALIF. SECEIVED

Certified as a Regulation (or as Regulations) o (Signature

### FILED

TABLE OF CONTENTS in the office of the Secretary of State of the State of California

		AUG 2 7 1946	
Chap	ter '	FRANKAW. JORDAN, Secretary of State No.	
I	JURISDICTION OF THE SDSW	By Jobut V. Joe dan	
		Assistant-Secretary of State	
	Historical Development	I 50	
	Institutions and Boarding Homes for Aged		
	Definition of an Aged Person		
	Definition of a Private Boarding Home for	Aged I-120	
	Definition of a Private Institution for t	the Aged I-130	
	Life Care Contracts	I-140	
	Homes for Aged under Jurisdiction of the	SDPH I-200	
	Homes for Aged under Jurisdiction of the	SDMH I-300	
	Boarding Homes and Institutions for Child	iren; Home Finding	
	Agencies	I-400	
	Family Boarding Homes for Children		
	Foster Family Day Care Homes	I-440	
	Parent-Child Boarding Homes		
	Children's Institutions		
	Day Murseries		
	Nursery Schools		
	Summer Camps		
	Parent-Child Institutions		
	Child Placing Agencies		
	Adoption Agencies		
	Homes for Children under Jurisdiction of		
1	Homes for Children under Jurisdiction of		
1	When License is not Required		
	Housing Projects and Federal Jurisdiction	1 I900	
(	Indian Reservations	liation of the SDS Will I-950	
	There are to to the total agenting	callon of the sparing 1 130	)
II	DELEGATION TO LOCAL AGENCIES		
	Foreword - Philosophy Underlying Delegati	ion II- 50	
	Legal Provisions Regarding Delegation	[10] [10] [10] [10] [10] [10] [10] [10]	
	Degree of Delegation		
	Policies with Respect to SDSW Approval of		
	Procedure for Becoming an Accredited Lice		
	Form of Contract		
	Reimbursement to Accredited Licensing Age		
	Case Records for New Accredited Licensing		
	Closed Case Records in Possession of SDSW		
	Procedure for Becoming an Accredited Insp		
	Case Information for New Accredited Inspe	이 경기를 하는데 살아보다 하는데 살아왔다. 그리고 있는데 그는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 없는데 하는데 없다.	
III	STANDARDS FOR BOARDING HOMES FOR AGED AND	APPLICATION OF	
	STANDARDS		
	Foreword		
	Purpose of Standards		
	Types of Homes to Which Standards Apply .	III-210	

armin or administ

### WALL OF GOLFFINA

#### 5000

	Borness						*	2774 40
	Management on control to							
	The second section of the second section of the second second second second section is a second section of the second sec							
	SLYMBYING ROY BOYERTON SERVE BOYER YOU YELL TOYSTON							
	have toroughly for her described despendantes agreement					8		11-000
	processors for good for or gramediced jusheabile whomas							12-100
	growed on to be supply the governormed by grown to the terms.							
	cose geon in the few Aspractice Licensing Accordes.			4				
	Politication of the property of the property of the political of the polit							12-640
	THE OF CONTROLS AS A SECOND SECOND							
								17**#00
	Free Section for Bearing at an anomality blocks to Acendy							- II-(C)
	Military at the language on this Approved of Polagation.							12-12-0
	particle of governopped to the first terms of the terms							
	Legal Pre-Tolona Repardian Delegation . * * * * * * *							
	Fermon - Shileson's Universities Animathen v.v							22-30
11	tieskivair 15 feets versitä							
	Indian Resegrations							37870
	Monthly the factor one deducted for the properties							1-100
	When Libertes is set Mostlred,	4						1.4.
	Moreon for the telegrap ander Parishmenter of the MINI	•	٠				•	TWING.
	Hower for Charleron under Authoriton of the SDIH	*	•			•	•	4 1941.00
	AND THE MANAGER AND			*		•	•	200
	GANDA BEANDES ASSESSED							14,00
	Parence-Child Incethations							5-0
	Sections Output			•	•		•	Transport
	gameans gamaga to the terms to the terms							~
	tor Marnorton							PANTAD
	OMING THE THE STREET ASSESSED A * * * * * * * * * * * * * * * * * *							
	Faresto-Citied Besseling Mones						4	
	Torvor Manilly Lany Osma Monos,		•			•		7**\11\0
	Family Boundary Horse for Children,				•			25430
	Winner of Contract Co						•	
	So withe Panes and Lociferitions for Shildrent West File							"", i.v.
	Nones for aged under Juriadiation of the Title							1 - N X 7
	though the age and as the the their section the state and accept							
	Alsa Dara Cantrocks							
	Darrataton of a Private Institution for the April							
	istimation of a Agranto Destrict Bone for wooter a							1.11.00
								- 1.00
	Historical Perclepances				,			1-100
								7.4
	A CONTROL OF THE CONT	AT IS						

These of gentle 40 March Section and the first the first

100000 10000 100 1000

EITED

TROUGHT BOOK WERE A TELEVISION

#### TABLE OF CONTENTS

Chapter	ction No.
Housing and Household Equipment. Food Services. Health and Medical Care. Recreation Restraint Prohibited Supervision. Number and Type of Guests. Finances Records and Reports.	III-300 III-400 III-550 III-700 III-750 III-800 III-820 III-850 III-870 III-900 III-950
IV STANDARDS FOR BOARDING HOMES FOR CHILDREN AND APPLICATION OF STANDARDS	
Foreword	IV-50 IV-100 IV-130 IV-160 IV-190 IV-290 IV-250 IV-280 IV-290 IV-300 IV-310 IV-320 IV-350 IV-370 IV-400 IV-410 IV-420 IV-430 IV-440
Adequate Space and Furnishings Housekeeping Standards Fire Safety. Protection from Home Accidents Outdoor Play Space Diet Milk Supply. Home Canned Foods. Number of Children for Which Home May be Licensed. Licensing of Home for Specified Children Age and Sex of Children.	IV-450 IV-500 IV-510 IV-520 IV-550 IV-560 IV-560 IV-600 IV-610 IV-620

0. 1.	2011 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	170	* *	140	12 1	***	
			SEP.		0.00		
100 March 1985	Lite at 1 in the						

	4				-			Saurei		110	15.5		1144		-,4.40 -					****		***	1.012		Page 17 (A)	ASA.	-			******	Market.	-	fan ten
edit getroed																																	
905+E17																												19.05	in as				
000 00 1 3																								(an									
		•					*																	Non-Edit									
000-011	1					•			•	4		4	•	•	*	9		•		•	•		• !										
001-211											100											17 7	-f	, title	250	324					19.1		
001-211		•									•					,									÷		43						
of wire																,							lite.		in	1		20	1.18	: 13	100		
nettert																												1 7	3. "				
Dibatii																					501	en F			14.17								
5.7-4.7																															,19		
															S.												ho		. E.		5 . 1		
000m144	•	•		•	•				1					•	4	2			*		•	•		170					2027/2014				
121-950		•			j.			٠		*	٠		•	•	•	٠		•			•	•	,		•						1.1		
							.01	uL.	94							10.					0.1	50%	(Ç)	TAC	1	40		20	hin.				172
																												•					
30 -71																														:212	100		
000 mV																				2	515	M di		3.7	4.		in 11.				404		
Control of the Contro				1								•					4					10.0											
- (				•		*				•																							
	•		*	•				•		•				4.5		•																	
(MADE)	•				. :			18		2			1 4.1.	13		7.			20			e o II			4.1								
e desamble		•			. 8			*	100	(2)			ň.,	15.7 4								1.1.2											
170mYC		v								•	5				•						11.	·	7.5	huc	· ·			à		ů.			
Astronomic Contraction								3				1:1	13	. M.	100	ġ.ř			E.	44	to.	ah di		112	·		14	111	LY	"i'u	11.		
abla. Pi				*	4														23	·	7		8 S.			(	11.5	1.1	;	10	ng.		
																	41	iv	11	4	: <u>}</u>	11.1	17:51	) .	1	110	1.		10	1. 90			
oly. Wi																						•											
																												52.34		en sia	16	7	
		•	•																												501		
				•		*								*									*										
		•		÷	•	•				4.9			TO.									1,15											
ONEWRI				•			A										1/.			4	(*:-	4 9											
													1.		. 100					i		ini											
3000.71																						tr Alle	100						1011				
olum						4	•						•									2.00											
								(					31	1																			
036-07							4				•	*						*		- 1		ne.		APT. AND									
- (17-6-V)	i.		*													100	***										1.74		* **	100	-		
galata in		10		*											1								•	* 4				40.0	9.1		1.5		
3-4-2-2 (3-4-4-1)																		11										0 .		100	a far		
174.4.27															Y							14.0							100		He.		
007-77																																	
0.7.71																													404				
								*														aratikan Maria											
			*																											3,535			
DOWN																																	
0.02-33					4		4	*		O.W.			-				.44	41													1.15		
072-71										4														40.5			L		und				
000-71										201	90																	2.4	) 1		233		
0.3.77				1									42			2		5		10									i he	100	3.5	dr Ma	
050-71																								T.ET				1					

AND THE RESIDENCE OF STREET

#### TABLE OF CONTENTS

Chapter	Section No.
Infant Care in Boarding Homes. Mentally Defective and Epil Cptic Children. Adherence to Limitations of License. Health and Medical Care. Training in Personal Hygiene and Cleanliness Home Duties and Work Homes School Attendance. Financial Arrangements for Care of Children. Discipline Register Death Notices. Notification of Illness. Change of Address or Management. Advertising by Foster Parents.	IV-640 IV-650 IV-700 IV-750 IV-800 IV-810 IV-820 IV-900 IV-910 IV-920 IV-930
Introduction	V-100 V-200 V-210 V-215 V-220 V-230 V-240 V-300 V-310 V-313 V-316 V-320 V-330 V-340 V-350 V-360 V-370 V-380 V-400 V-410 V-420 V-430
License Number and Case Number Limitations - Numbers, Types, etc. Religion Routing of License Forms (Licensing Agency). Renewal Control. Renewal of License - Duty of Agency. Renewal Application. Fire Safety and Other Clearances (Renewals). Home Visit (Renewals). Social Study and Report (Renewals)	V-450 V-460 V-470 V-480 V-500 V-510 V-520 V-530 V-540

	H 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	THE RESERVE OF THE PARTY OF THE	
		13.00	100
A. 1 111 A	7 1 . 100		on to different

Section of Linear Annual Contract Annual Contr
This is the first of the first of Children  Description of the first of the first of Children  Description of the first of
The state of the s
The state of the s
The state of the s
Belgine Control of Library Control of Contro
Transfer of Transfer Store (North Store St
Tutosis terminates to the property of the control o
THE STATE OF STATE OF STATE ST
THE STATE OF STATE OF STATE ST
THE STATE OF STATE OF STATE ST
The state of the color (translate value)  The state of the color of the
The state of treatment (Treatment and State of S
The state of the s
The second secon
Pour la description de la company de la comp
Touchean North Committee of Committee of the Committee of
PRINCIPAL DESCRIPTION COME WITH COST CONTRACTOR & S. C.
transport the law between the months of the contract to the co
and de la company de la co Company de la company de l

Ascust stenes 3, 188

#### TABLE OF CONTENTS

Chapter	Section No.
Issuance of Renewal License (Inspection Agency) Issuance of Renewal License (Licensing Agency) Expiration of License Without Reapplication. Voluntary Discontinuance Increase in Licensed Capacity (Licensing Agency) Increase in Licensed Capacity (Inspection Agency) Decrease In Licensed Capacity. License Not Transferable Change of Address. Change of Operator Change in Classification Revocation of License. Operation Without License. Prosecution — Duty of District Attorney. Referral to District Attorney Referral to District Attorney in Case of Fire Hazard Referral to District Attorney Following Revocation of License. Standards and Informational Material Forms.	V-570 V-580 V-590 V-600 V-610 V-620 V-630 V-640 V-650 V-660 V-700 V-800 V-810 V-820 V-830 V-840 V-990
VI CASE RECORDS	
Content of Case Record of BHA and BHC.  Boarding Home Record andChild Placement Record	VI-150 VI-200 VI-250 VI-300 VI-500
VII CLERICAL PROCEDURES	
Foreword	VII-100 VII-200 VII-300 VII-400
VIII STATISTICAL PROCEDURES	
Foreword	
Subvention for Costs of Accredited Licensing Agency	IX150 IX200

## BENESKEN BURNEN

soll matres		<u> </u>
000-000 000	Company   Comp	
		IY
VI-400 VI-500 VI-500 VI-500 VI-500 VI-500	Content of Cose Heaved of Mile and Sda.  Lowering Heaved applicated Finger at Heaved.  Disposal of Gree Acquits.  Lowers and Moting of Applicated.  Lowering Continue for Acquits.  Content Outline for Acquit of Form.  Continue Later of Acquit of Form.	
	AXX CONTRACTOR	IIV
OS -IIV OOL-IEV OOS-IIV OOK-IEV OOK-IEV	Foreserd	
	PARTOTO CONTRACTOR DE LA CONTRACTOR DE L	HINV-
	Special of Statistical Reports by Monaths Agencies	
	Tivaluian policies ald producties	K:
005-XI	Subvention for Costs of Approdited Licensing Agondres	

#### TABLE OF CONTENTS

Chapter  Motification to SDSW of Discontinuance of Ricense.  Licenses for Which Claim May Be Made.  Forms to be Used in Filing Claims  Instructions for Compiling Forms.  Purchase of Forms	IX-350 IX-400
X REVOCATIONS AND APPEALS	
Legal Basis for Revocation of License Logal Basis for Revocation of Certificate of Authority.  Delegation of Revocation Right to Accredited Licensing Agencie Revocation Procedure.  Preparation of Case for Revocation.  Appeal from Denial or Modification of License Appeal Procedure Investigation of Complaint or Appeal by SDSW.  Preparation of Case for Hearing of Appeal Appeals form Denial of Certificate of Authority Revocation of Certificate of Authority.  Forms	X-110 X-150 X-200 X-250 X-350 X-400 X-450 X-500 X-500
XI USE OF BOARDING HOMES	
Foreword. Central Registry (BHA and BHC). Referral Service. Counseling (BHC). Placement (BHC) Selection of Home (BHC) Work with Parents Before Placement (BHC). Preparation of Child for Placement (BHC). Suggested Outline for Study of Child (BHC). Supervision of Homes. Multiple Use of Boarding Homes (BHC).	XI-75 XI-100 XI-200 XI-300 XI-400 XI-500 XI-600 XI-700 XI-800
XII RECRUITMENT	
Foreword.  Methods of Recruitment.  Recruitment Campaign.  Publicity and Relationship with Editors of Newspapers  Types of Publicity.  How Publicity is Written.	XII-100 XII-200 XII-300 XII-400

. appendix

## Salare Wolfer Control

Section No.	202	
136-300 136-300 136-300 136-400	Alberses for Virior Climin: New Bellein	
	BILETIA CIA SELLIFACIONE	2
002-32 002-42 002-42 002-42 001-42 001-42 001-42 001-42 001-42 001-42 001-42 001-42	**************************************	
	7 3 4 4 5 7 4 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
	TOWN OF BOARDIES HOMEO:	IX
COLUMN TO THE CO	Porter a social (25% ord 25%)  Referral Borratos.  Commandias (150)  Alabaman (150)  Solotion of Lone (150)  Repair Strongs Defore Transmit (250)  Repair Strongs Defore Transmit (250)  Repair Strongs Tor Electer (250)  Strongs of Child tor Electer (250)  Strongs of Child tor Electer (250)  Strongs of Child tor Strongs (250)  Strongs of Child Sound  Strongs of Sound  Str	
	THE TRANSPORTED TO A STREET OF THE PARTY OF	7 'X
00 -2000 000-1000 000-1000 000-1000 000-1000 000-1000	Topos of Homer Statistics of the Company of the Com	

#### CHAPTER I

#### JURISDICTION OF THE STATE DEPARTMENT OF SOCIAL WELFARE

#### I-50 HISTORICAL DEVELOPMENT

I-50

The present responsibilities of the SDSW for the licensing of boarding homes, institutions, and child placing agencies are the outgrowth of activities which began prior to 1900.

Before 1900, the State Board of Examiners, the State Board of Health, and the State Superintendent of Public Instruction, all had some responsibility for investigating private institutions for children. The State Board of Examiners, though primarily interested in the fiscal aspects of State Aid to Children, did evaluate in its reports to some extent the social aspects of the care given to children in institutions.

In 1903 the legislature provided for the licensing of maternity homes, institutions, boarding homes, or other places for the reception and care of children by county boards of health or public health officers. Licenses were revocable if the hospital, institution, or boarding home were managed without proper regard for health, morality, sanitation, comfort, or hygiene. However, few local boards of health assumed this responsibility.

The State Board of Charities and Corrections, created in 1903, had investigatory and reporting powers with regard to public charitable, correctional and penal institutions.

In 1910 the State Board of Charities and Corrections recommended that various agencies and associations engaged in finding homes and placing dependent children be brought under its supervision. This recommendation resulted from abuses in which dependent children were indiscriminately placed in institutions and were usually discharged at the age of fourteen years when state aid was no longer available. The Board stressed the desirability of placing children in family homes and of supervising the child placing agencies engaged in this work. Abuses had also been observed in the placement of children in family homes without proper investigation and/or supervision. In 1911, therefore, the legislature provided for the licensing of organizations, societies or persons engaged in the placing of dependent children in family homes.

In 1913 the legislature provided for the licensing of maternity hospitals and boarding homes for the reception and care of children by the State Board of Charities and Corrections.

In 1925, when the State Department of Public Welfare succeeded the State Board of Charities and Corrections, the licensing power was expanded to include institutions for the reception and care of aged and infirm persons. Power was also given in the same year to use local agencies as approved and accredited inspection services.

In 1927 the State Department of Social Welfare succeeded the State Department of Public Welfare, and with the exception of the provisions for

#### 

િયું તેનું કર્માં તુમ કું માને છે. જે માને મુખ્યું કું કું જું જું કું કું કર્માં છે. કું કે કે માને કે જે કે ક

THE PROPERTY OF LABOUR STREET, OR

Odwi

SOLATION CONTRACTOR LA SENTENCIA DE LA SENTENCIA DE LA CARRESTA DE LA CARRESTA DE LA CARRESTA DE LA CARRESTA D LA LA CARRESTA LA CARRESTA LA CARRESTA DE LA CARRE LA CARRESTA DE LA CA

. The state of the

of the files of the files of the conflict and the conflic

The local statement of the control of the control of the large of the control of

In 1975, when the State Department of Palite Welfare authored the State Joses of Charities and Corrections, the itemsing power was expanded to items Jases to the items power as expended to itemsical testing power and the itemsical testing power which are also given to the soul very to the itemsical testing powered and accredited in the core.

asset eds beheatons entitle Voltage and with the exception of the provinters of the steam of the stantaged

(Seeklan Continue) and Joseph

#### I-50 (Continued)

I-50

financial subvention to local accredited licensing agencies, made possible by the 1946 special session of the legislature, no far-reaching changes have corred in the law since 1927.

#### I-100 INSTITUTIONS AND BOARDING HOMES FOR AGED PERSONS

I-100

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (W&IC 2300)

#### I-110 DEFINITION OF AN AGED PERSON

I-110

An aged person is defined as one who has reached the age of 65 years.

#### I-120 DEFINITION OF A PRIVATE BOARDING HOME FOR AGED

I-120

A private boarding home for aged is a residential family home which accepts for board and care from one to fifteen aged persons who are not relatives of the operator of the home.

#### I-130 DEFINITION OF A PRIVATE INSTITUTION FOR THE AGED

I-130

A private institution for the aged is a home which accepts sixteen or more aged persons for board and care, or which is so organized or administered that its service is essentially institutional in character regardless of the number cared for.

Private institutions for the aged may be either commercial or non-profit.

The licensing and supervision of private institutions for the aged is the responsibility of the SDSW.

The SDSW provides a Directory of Private Benevolent, Charitable, Fraternal and Sectarian Institutions for the Aged.

Standards for Institutions for Aged in California are available from the SDSW.

#### I-140 LIFE CARE CONTRACTS

I-140

"Any organization or person maintaining a homo for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this Division." (W&IC 2350)

(Canadanasi) Og-1

0241

tivanciai edinos interestrativalidades estados de la contracta de la contracta de la contracta de la contracta La contracta de la contracta de

001-1

proposed distriction is the source of the so

.1.--

The regress, assortant to consortation and sold, withing the baying of the parties of the partie

SII.

MORENT COOK WAT NO, CONTRIDERED

OCCUT

As need porrow the defined as one and one see bentleb at govern best the

OSF

THE PROPERTY OF A PREVIOUS STATES A SECTION OF THE ACTUAL ACTUAL

OSEMI

dokku sand yikpak kelijinghiseri sisi bagarrot anan mikomoi danvitorik salar jak ana san ramanan kena masilik of san main aran kan kanak nidi aranga sanda nidi ka watusay bili ka santi

1-130

GRANITATE OF MOTOROUGH AS APPEARING AS NO NOT THE LIFE

08.963

to an order and the state of the second second second to a company of the second secon

segui se Litrismone shedde of yen bege of you employed exercit

##120sq

Desarch tok admitted that staying to salayre one bus sutsaying all to the temperature of the SDSW.

The SISH provides Miratory of Estrata Benevalent, Charitales

act eldaltern ere attrotttet ut book vot mediturttred red sheatnest

Wede, but

BURNELLOS PER COLUEROS

They esqualization or person maintaining a pass the time egal may receive transfers of evoporty conditions upon his a resumnt to furnish life ours to sers for a person of core time, one year to the transfers or his negations, when granted a certificate of enthority to the State Legariment of Social Vellars; provided, each organization of person has received a various literat provided, each organization of Chapter 2: of this live son. Tivishoul to Chapter 2: of this Division. Tivishoul Capol

(Section Continued on Next Pose)

STANDARD STA

Legach August 23, 1946

I-140 (Continued)

I-140

The granting of a Certificate of Authority to engage in life care is contingent upon the holding of a license to care for aged.

The granting of a Certificate of Authority is the responsibility of the SDSW.

I-200 HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT OF PUBLIC HEALTH

Licensing of Homes and Institutions by SDPH

Under the provisions of Sections 1400 through 1418, Health and Safety Code, private hospitals, sanataria, nursing homes and convalescent homes are required to secure a license from the State Department of Public Health. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

#### Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving of bedside care, application of dressings or bandages, and carrying out of treatments prescribed by a duly licensed practitioner of the healing arts.

#### Application of Definitions to Homes for Aged

The jurisdiction of the SDPH in relation to nursing and convalescent homes includes not only the homes which admit one or more bed patients, but also homes caring for persons with physical illnesses or defects not requiring bed care.

Homes for aged caring for persons suffering from heart ailments, light strokes, cancer, diabetis, asthma, rheumatism, arthritis, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

(Seastlemen) Off-1

out su

-el égen elli ai ogezen es aremoisió le electricacó e le laitanda edl.
-el égen elli ai ogezen es aremois e le laitanda eds mono incontendo

The stifferishogest and all velocities to educations a to putting all

lecta esta

GOVERN THE PROPERTY OF THE STATE OF THE STAT

005-1

#### Read to another kind for setol to advance the

The street hospitals, senserie, sufere the threath late, Health and Solet;

Code, private hospitals, senserie, sufere bores sel bondalessent hows are
required to secure a license from the Sones impartment of Parito Mealth, length
institutions are scaladed, and also destifited these depend man provest of epicies
and means for healths in the grantide of the rollaton.

#### marghalled

the fill defines the entired the entire is a seriously place, place, but associated and the control of the distribution and extended the entire and is the control of the distribution of the entire and control of the entire and posted as the entire and control of the entire and

The first arms of protoned plyes of convolences of cases are given by a control for the grant person because of protoned plyes of the entering plyes of the entering and the first of the process, and shall include any are all of the process, or proposed an addition of controls and the entering of bedates and a sopplemental distance of translates and a control of translates of translates and the entering of translates proceeded by a cuty lines cut are entering or translates.

### Apol wer angel at anottenttel to noticettopic

Anadestrius for antitud of coloret at 1748 out to modificate of coloret to be to be

dense for aged outlest encount success authorized the alignest state of the state o

(one's endinged on Ford Pare)

I-200 (Continued)

I-200

Homes for aged under the licensing jurisdiction of the SDSW and its accredited agencies which continue care for aged guests when prolonged illnesses occur may, as time elapses, come under the licensing jurisdiction of the SDPH. When the characteristics of the home change from custodial care to care of the ill, referral shall be made to the SDPH for determination of jurisdiction under the hospital licensing law.

Private family homes which provide custodial care only of the enfeebled aged, are not considered nursing homes. A private family home caring for an aged friend as a member of the family, but not regularly caring for aged persons, is not considered a nursing home even though the aged friend may be in ill health and under a physician's care and supervision.

Homes under the licensing jurisdiction of the SDPH will not be licensed by the SDSW or its accredited licensing agencies, even though physically well persons are cared for in addition to those suffering from physical illness or defect. Exception is made in the case of homes entering into life care contracts and requiring a Certificate of Authority from the SDSW in accordance with the provisions of Sec. 2350 of the Welfare and Institutions Code. In such cases (rarely occurring in boarding homes) the SDSW license is issued on the basis of the license issued by the SDPH and without social study by the SDSW or its accredited agency; and the Certificate of Authority is issued by the SDSW after determination of compliance with fiscal requirements.

#### Procedure for Referral to the SDPH

Homes for aged coming under the above definitions shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

Name of the home;
Address of the home;
Name and address of operator, if different from name of home;
Capacity or population;
The physical illness or defects of aged guests as reported by the operator, patient, physician or relative. A disgnosis is not necessary;
The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the operator in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.

[barrermed] 000-1

OUT-I

Home to rept and an investment of the state of the state of the state of the SDEW and the social constitution and the social special constitution of the social state of the s

original state of the second provide contract and any only of the second of the second second

The alless of the Hall and to solve the top and the util air technology of the solve and the action of the solve and the action of the solve and the solve and the solve at th

#### Walls out or leaveled not employed.

Deposit to aged donaing under the above definition of the relative of the sound that the sound that the sound that the sound the sound that the sound the sound that the sound the sound the sound that t

Adversary of the state of the second second second to the second to the second to the second second

Time of the horse.

Many and address of operator, if different from news of homes

Capacity or populations:

the physical Allman or defeats of aged gaests as reported by the costatons entitles. A disproves to not necessary

The contributed to the horse (e.g., administration of head of the contributed at the cont

One decod until determination has been made by the SDEW to the SDEW ander the decod until determination has been made by the SDEW of furiable of made the decoders of furiable of the following law. When notification is received that the bound of the SDEW. The served itself is also been of the SDEW the served is a perceived agencies and inotify the operator in writing request since a since to the inotification of the license (if characterially in effect) and the case chall be sent to the fortunally of the case chall be care to the fortunally of the case chall be case chal

## I-300 HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE

I-300

A boarding home or institution which cares for the aged for compensation who are alcoholics, drug addicts, epileptics, or who are mentally deficient, insane, or mentally ill, is under the licensing jurisdiction of the State Department of Mental Hygiene. (W&IC 5700)

I-400 BOARDING HOMES AND INSTITUTIONS FOR CHILDREN: HOME FINDING
AGENCIES

I-100

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (W&IC 1620)

#### I-430 FAMILY BOARDING HOMES FOR CHILDREN

I-430

A family boarding home for children is a private family home which accepts for 24-hour care, with or without compensation, one to fifteen children (inclusive), under sixteen years of age, including the children of the foster parents.

#### I-440 FOSTER FAMILY DAY CARE HOMES

I-440

A foster family day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive), under sixteen years of age, including the children of the foster family.

#### I-450 PARENT-CHILD BOARDING HOMES

I-450

A parent-child home offers board and room, or room only, to parents with their children, including, as a clearly defined part of the service given, the care and supervision of the children while the parent is away either at work or elsewhere,

A parent-child boarding home is one which accommodates not more than six children under sixteen years of age, including the foster mother's own children, nor more than four family units, including the foster family unit. Employees and their children in residence (e.g. housekeeper and child) are included in the count of children and family units.

OOE

COFEE

AND CHARLEST OF THE COLUMN TRANSPORT OF THE PROPERTY OF THE PR

Ligaria groom to 7-4-200. The 2 of the arriver sightly and attended to a south an interest & the terrer placed and and the control of the party of the property defined onto . — france of the file of the nent of Mental Rystenes, (1990 Stock.

THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PARTY OF THE PA

anived seril specific, place aphintonics so enclaiments accesse of -dranet a said was looped on grants thereigh the specification a bonicide to bevoren apartoe notablical as now to unitable intook to been strentypenb att. vd. boshbaross

- (a) Mainwain was continued and land was too property and the continued of nappala taban certifice to esse no attacement and not configurations apters to anyther to eventary out at egono ten, consideration ter cook cultures, nor receive nor core for our such this can ret Anomes front to to ditte mode to anthones to affect the accessor to ... andiden
- Lagrage in the Tinding to home for configures ander a recommendation of the redita .co.fo rijito ro emen ros ki bildo dom rus edarino, som bo (Old (My)) : Tameltooks to to ere the turner of any americans that

TOTAL TIBO SEE PRINCE SOUTHANDE ZITMET

: DEFFE

documental all total accurate and a company of the contraction of the accepts for all the property of the street of the street and the street and the street acceptance of the street acceptanc -seeps lugs transposit incomplete and repetitional and repetition the call transposition and the contraction in . b fine ted

calif...?

COMPAN .

- onor- william transfer of the second transfer of the second of the second of the second of the second of the ogo, and to correct the tag of the conty, which we correct discount to the to ten children (incluentes), and the children representation to the children . Timb's Tostso's said to

BLOOD TYLOUGH TO STOLENANT

OBH-I

. stacing of viso moores oner bas brack again mend Alicetariacia party solves edt to test benitet tirelo a as pulletent pountie tiedt ditte the median year at the party the continue the parent is negy either and . seriores to se since

unif crot for correspondence to the correspondence of the correspondence of win children under easteen reare of ego, including the foster mother's own dildren, nor more than four family units, individual to foster family units. Employers and their dillars in residence (e.g. benesies and settline mist benesies and ineleded in the count of shifteen and family uniter.

#### I-500 CHILDREN'S INSTITUTIONS

I-500

An institution for children is a home which accepts for care sixteen or more children under sixteen years of age, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for. Such institutions may be either commercial or philanthropic in character. Also, such institutions include the private boarding school offering a custodial summer program.

A directory of institutions for children is available from the SDSW. Standards may be obtained from the SDSW.

#### I-520 DAY NURSERIES

I-520

A day nursery for children is an institution which provides care during the day time only for eleven or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for.

Such institutions may be either commercial or philanthropic in character and include the industrial day nursery operated on a seasonal basis, e.g., in connection with a cannery.

Standards are available from the SDSW.

#### I-540 NURSERY SCHOOLS

I-540

Private nursery schools for children under four years and six months of age (the age at which children may be admitted to public kindergarten), are within the licensing jurisdiction of the SDSW.

Such facilities may call themselves day murseries, nursery schools or play schools, and include the facility offering primarily custodial care as well as that which offers primarily educational experience (nursery school training). Mursery schools may be either commercial or philanthropic in character.

Standards are available from the SDSW.

#### I-560 SUMMER CAMPS

I-560

The following types of summer camps fall within the provisions of Sec. 1620 of the W&IC:

- (a) Summer camps conducted as part of the program of a children's institution or a foster home;
- (b) Non-commercial summer camps operated by youth organizations or service clubs:
- (c) Commercial summer camps operated by private individuals or corporations.

#### I--560 (Continued)

I-560

Summer camps conducted as a part of a children's institution are included in the licensing study of the institution; foster homes which have a summer camp program are likewise included in the evaluation of the particular home.

The SDSW does not exercise its jurisdiction over other commercial or non-profit summer camps of seasonal duration (summer camps operated by youth organizations, service clubs, or commercial summer camps operated by private individuals or corporations) unless the camp sponsor makes a request to file an application, or a complaint regarding the camp is received. Applications for a license are referred for health and fire clearance; complaints are investigated and action is taken as required.

#### I-580 PARENT-CHILD INSTITUTIONS

I-580

A parent-child institution is a home for parents and children which cares for more than six children under sixteen years of age, or more than four family units, or which is so organized and administered that its service is essentially institutional in character regardless of the number cared for.

Standards are available from the SDSW.

#### I-600 CHILD PLACING AGENCIES

I-600

Private agencies may be licensed by the SDSW to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care.

#### I-650 ADOPTION AGENCIES

I-650

Two private agencies are licensed by the SDSW to accept relinquishments of children from parents and to place children in homes for adoption. A pamphlet, Adaptation of Adoption Law and Procedure, is available through the SDSW.

## I-700 HOMES FOR CHILDREN UNDER JURISDICTION OF THE STATE DEPARTMENT I-700 OF PUBLIC HEALTH

#### Licensing of Homes and Institutions by SDPH

Under the provisions of Secs. 1400 through 1418, Health and Safety Code, private hospitals, sanataria, nursing homes, convalescent homes and maternity homes are required to secure a license from the SDPH. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

#### Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnoses, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any

I-700 (Continued)

I-700

such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, maternity home, lying—in asylum, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving bedside care, application of dressings or bandages, and carrying out treatments prescribed by a duly licensed practitioner of the healing arts.

A maternity home is a private home or institution receiving maternity patients for gain or reward, before, during, or within ten days after delivery.

#### Application of Definitions to Homes for Children

It should be noted that homes for day care only are not included in the definitions above.

The jurisdiction of the SDPH in relation to nursing and convalescent homes includes not only the homes which admit one or more bed patients, but also homes caring for children with physical illnesses or defects not requiring bed care.

Foster homes for children suffering from cerebral palsy, asthma, crippling defects, and other illnesses or defects requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

A private family home providing custodial care only for a spastic or crippled child, but not regularly caring for ill or crippled children, is not considered a nursing home.

Homes under the licensing jurisdiction of the SDPH will not be licensed by the SDSW or its accredited licensing agencies even though physically well children are cared for in addition to those suffering from physical illness or defect.

#### Procedure for Referral to the SDPH

Homes for children coming under the above definitions shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

(beamlines) cor-I

005ml

such purpose, and to which paragates, be admitted for oversith stay or longer. This includes constanting registered, makes materator come, himselves heylung and clinics provider oversity. Ours.

And a secular form the first of the second o

vilaredon zalvicos nelinilizad. "Legand sverkura si zpece silaredon A Burdina sverkos sverkura sverkura se sujelko sverkura se koje koje koje sverkura sverkura sverkura sverkura sve

## 

is chorded to organize the terms of the second terms of the latter than the la

O POPO COM CONTROL DE LA COMPANSA DEL COMPANSA DE LA COMPANSA DE LA COMPANSA DE LA COMPANSA DE LA COMPANSA DEL COMPANSA DE LA COMPANSA DEL COMPANSA DEL COMPANSA DE LA COMPANSA DEL COMPANSA DEL COMPANSA DE LA COMPANSA DE LA COMPANSA DEL COMPANSA DEL COMPANSA DE LA COMPANSA DEL COMPANSA DEL

Teanost ed ton (the 2000, alt to norselectur unlanged end reason so, of also the constant and the constant a

## wells, all of ferretal vot authored

Horse for children coning under the above definitions, chall be reduced to the SDIE through the SDIE.

Accredited a ergery linds asionego notrospend and acceptable of the acceptable of the control of

#### I-700 (Continued)

I-700

Name of the home: Address of the home: Name and address of foster mother, if different from name of home; Capacity or population; The physical illness or defects of children as reported by the foster parent, physician or relative. A diagnosis is not necessary; The services offered by the home (e.g. administration of medicines, preparation of special diets, bedside care, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the foster mother in writing; To make for return of the license (if currently in effect); .... /4# fire clearance is

# I-730. Maternity Homes Under Jurisdiction of the SDSW

I-730

Maternity homes are also subject to the licensing jurisdiction of the SDSW (as well as the State Department of Public Health) when such homes provide care in addition to medical or hospital care for prospective mothers under sixteen years of age, or for the newborn after the mother is discharged, or if the

artment of Mental Eggiene. Standards for maternity homes are available from the SDSW I--800 WHEN LICENSE IS NOT KINGUITAN

Although the law does not exempt any home for aged or children from the requirement of securing a license, the SDSW does not require a license under the following circumstances:

- A. Homes of Relatives and Guardians of person:
  - 1. No license is required for the care of brothers, sisters, nieces, nephews, grandchildren, or other near relatives, or children for whom legal guardianship of the person is held;
  - 2. No license is required for the care of aged relatives, or for the care of an aged person for whom guardianship of the person is held.
- B. Adoptive Homes:
  - 1. No license is required for the home in which a petition for adoption of the child has been filed and is pending, unless there are other foster children in the home; (Queent)

ever, when denial of petition is recommended by the SDSW, the foster parents told that a BHC license is necessary if the child remains in the home; child for adoption but petition of the accredited agency will be given to them and the accredited by the SDSW of the denial and reason for denial.)

SDSW-CALIFORNIA-BOARDING HOME MADULAL

#### I-800 (Continued)

I-800

In both of the above instances, either the SDSW or the private adoption agency has the fitness of the home in question under investigation.

C. Homes to which Juvenile Court wards have been committed:

No license is required for the home to which a child is committed under court order in accordance with Section 740(a) of the Juvenile Court law unless there are other foster children in the home.

#### I-900 HOUSING PROJECTS AND FEDERAL JURISDICTION

I-900

Secs. 1620 and 2300 of the W&IC do not apply to boarding homes in housing projects located on land over which the United States Government has exclusive jurisdiction. It is, therefore, necessary to determine whether there is such exclusive jurisdiction.

Housing projects constructed under Public Law 671 of June 28, 1940, by the Navy or War Departments may or may not be subject to the exclusive jurisdiction of the federal government. Projects constructed under Public Law 781 of September 9, 1940, are generally not subject to the exclusive jurisdiction of the United States. However, under both Public Laws 671 and 781, a housing project may have been constructed on land previously acquired as a military or naval reservation and the jurisdiction of the United States over the military or naval reservation would need to be determined.

On February 4, 1940, by Public Law 409, and again on October 9, 1940, by Public Law 825, it was provided that the head or other authorized agent of the government might accept exclusive or partial jurisdiction, and might indicate such acceptance by filing a notice of acceptance with the governor of the state. Until such notice of acceptance is filed, it is conclusively presumed that no such jurisdiction has been accepted.

Housing projects constructed upon land owned by the United States
Housing Authority and constructed either by the United States Housing Authority
or a local housing authority, are not subject to the exclusive jurisdiction of
the United States since the acquisition of land by the Authority does not deprive
any state or political subdivision of its civil and criminal jurisdiction over
such property. (AGO NS-1278)

#### I-950 INDIAN RESERVATIONS

I-950

Indian reservations are under exclusive federal jurisdiction. However, local agencies may, upon invitation of the Indian Agency, inspect and license boarding homes located upon reservations.

(heamtamo) 000-1

008-3

in the self of the miner taskandas, etters the till or energy estador and the adoption taken and the case of the case the greetian taken and the case the greetian taken and the case the greetian taken.

therefrence wood even acres to ach alterest at the acres to

To 11 cours of later a double of each near sea of the for the first accordance. It is not taken the course of the course of the course of the first of the course of the c

ENTER A COURT OF THE WAY OF A LONG COURT OF THE STATE OF

100

en and all accepted soldinators as reliante for or which the first state from their elevistics.

Only and the contract of the contract of the contract of the state of the contract of the con

្រើនប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប - ប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្ - ប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រ - ប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រជាពលប្រ

general legical, out to locate have and largery age and the second of all the second of the second o

eineravisches haritur

OFFICIAL

Indian to serve to the serve of the ladder to the serve t

#### CHAPTER II

#### DELEGATION TO LOCAL AGENCIES

#### II-50 FOREWORD - PHILOSOPHY UNDERLYING DELEGATION

II-50

Since 1927 the SDSW has emphasized the policy of delegating the inspection, licensing, and supervision of boarding homes to local agencies. This policy is based upon the conviction that a local agency, which is a part of the community, is better able to render an adequate service than is a state agency removed from the scene and, therefore, unequipped to give the day by day attention an adequate program requires. Through maintenance of case records and of a central registry of available homes, a referral service can be given to public and private child placing agencies and to individuals, and service can be given in selection of the best possible licensed home to suit the individual needs of the child to be placed or of the aged person.

Because licensing and use of homes are closely related, recruitment of the homes needed by the community can best be carried on by a local agency.

#### II-100 LEGAL PROVISIONS REGARDING DELEGATION

II-100

Secs. 1622 and 2302 of the W&IC provide:

"The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

"If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made (either) by a health department having at least one regularly licensed physician, or a qualified social service department...."

#### II-200 DEGREE OF DELEGATION

II-200

A county or city health or social service department may become an accredited licensing agency with responsibility for inspecting and licensing boarding homes; or the agency may accept a limited delegation by which the agency inspects homes and makes reports of the findings and recommendations concerning licensing, but the SDSW retains responsibility for decision and action in regard to the issuance or denial of the license. The two types of agencies are differentiated as the accredited licensing agency and the accredited inspection agency.

The right to revoke licenses is ordinarily retained by the SDSW; however, under certain conditions this right may be delegated to an accredited licensing agency. (See Chapter X, Revocations and Appeals.)

No responsibility will be delegated to local agencies except for the boarding home which has the characteristics of a private family home and which cares for less than eleven children for day care (including the foster family's own children under sixteen), less than sixteen children for 24-hour care (including the foster mother's own children under sixteen), or less than sixteen aged persons. Only those parent-child homes will be delegated which have no more than six children or four family units(including the foster family unit, and the children of the foster family

and the state of t To the second of the control of the second o To the state of th The source of th inthility will be delogeted to local agencies except for the confe-.400 510 stereat (and others of practications of appearantilly 1.100 pro--under derinin ocnditions this right uny be delegated to sa confediod licensing ... The Fight to revoke licenses is ordinarily resained by the about newerer; nost the part. A compared at the second and the second at t 443,440004 the state of the s the Colored to a marriage and the period of the form and a second the water of the state State Tribertaint of Section States of the States "it any county or city cabablishes an inspection as a sectional reserves the partice to parton auch functions and accommo partment of Scotal Maiders may accredit as A Comment of the Garage St. under ints chapter or any county or although an accompany and the firste in-Wind State Department of South's Melyleans and moreover, a domest without . under sais chapter or any county or aidy amy establish, and the State De-"The State Department of Social Welfere may inspect, exacine and licens" Sect 1022 and 2502 of the Wall provides nomes needed by the community dan best be carried on by a local egandy. because line paing and use of nomes are closely related, redruitment of the to suit the individual needs of the entit to be placed or of the aged person. individuals, and service can be given in selection of the peat possible lineased home referred service con be given to public and prients outld placing agencies and to Innough maintenance of case records and of a central registry of available hopes, and enormines, unequipped to give two day by day attention an adequate program requires. able to reader an adequate service than it a state agency removed from the scone and, upon the conviction that a local agency, which is a part of the community, is being Since 1927 the 3588 has emphasized the policy of delegating the inspection, licensing, and supervision of boarding homes to local agencies. Ints policy is baces 11-20 - ROBERGED - BRYDOROSKI DEDER 1780 DEDER BORO

II-200 (Continued)

II-200

under sixteen years of age). Homes with lesser capacity, but with characteristics resembling a small institution or nursery school (e.g. paid staff, specialized program, etc.) will remain the responsibility of the SDSW.

#### II-250 POLICIES WITH RESPECT TO SDSW APPROVAL OF DELEGATION

II-250

The SDSW will accredit only one public agency to serve in a given geographical area for either the aged or children's boarding home program. In general, only one county agency will be accredited to serve on a county-wide basis and each such agency will be delegated all family boarding homes for aged and children in the area of the agency's jurisdiction. However, one city agency may be accredited to serve a city, and a county agency may be accredited to serve all territory in the county outside the limits of that city. Also, one city or county agency may be accredited to serve in a given geographical area for the aged boarding home program and another city or county agency may be accredited in the same geographical area for the children's boarding home program.

#### II-300 PROCEDURE FOR BECOMING AN ACCREDITED LICENSING AGENCY

II-300

To become an accredited licensing agency a city or county must enter into a contract, executed in duplicate, and signed by the chairman of the board of supervisors, or the city official empowered to enter into such contracts. The contract will be counter-signed by the Director of the SDSW.

#### II-400 FORM OF CONTRACT

II-400

Upon request, the SDSW will forward two copies of the following contract for signature:

#### DELEGATION OF AUTHORITY AS AN ACCREDITED AGENCY

to

## STATE DEPARTMENT OF SOCIAL WELFARE

The State Department of Social Welfare, in accordance with Section(s) (1622 and/or 2302) of the Welfare and Institutions Code of the State of California, hereby designates the
(city or county) as an accredited agency, and delegates to said agency the authority necessary to perform the duties and functions prescribed under Sections (1620-1631 and/or 2300-2311) of the Welfare and
Institutions Code relating to the inspection and licensing of private boarding homes for (children and/or aged) within (city or county).

The accredited agency hereby accepts responsibility for inspection and licensing of the following:

1.	Family	boarding	homes	for	aged	persons	Carolina Car		
							Delegated	Not D	elegated

2. Family boarding homes for day care of children

Delegated Not Delegated

(Section Continued on Next Page)

SDSW-CALIFORNIA BOARDING HOME MANUAL

Issued August 23, 1946

05-11

(bounting)

OCCUTY

under sixteen rears of age). Homes with lesser aspecity, two with othersation recogniting a small applituation or nurser educat (reg. prid staff, specialised programs sto.) will nurse the responsibility of the Staff.

HOLLYCOTHER OF THE BELL WASO OL LORANCE RITE BUILDING

083-11

the suck will enored touly out rubing reprey to selve to a siven reduction of the form the section of the partial of the section of the property of the section of the sect

ICESSA STRUMBER DE BERNELES AN ARRADICATION HERDELDES

000-11

Es become an accredited liponeing aponcy à city or county must effort into contraus provided in duplicate, and cityed by the chairman of the Beard of supervisers, ar the easy effortal appeared to onter and contractor. The contract will be countre; at the Director of the SDS.

TOARTAOD TO MAKE

COV-II

Then the request, the SDSW will retwent two depleas of the following contract

DESCRIPTION OF APPROPRIES AS AN ASSETUTED ASSESSED

# ESALISM MATOON TO INSLIBILATED SYATE

A PRINCE TO A CONTRACT OF A CO

the society for inspection accounts responsibility for inspection and

successed been not seem pathesed without ...

A. Swilly considered boxes for day care of

teroing told betemping

(Section Continued of New Page)

cutoff for the state of the sta

SOME SERVICE SERVICES SERVICES

T	T		11	1	0
I	T	-	*	-	U

#### DELEGATION TO LOCAL AGENCIES

II-400 (Continued)

11-400

 Family boarding homes for 24-hour care of children

4. Family boarding homes for parents and children

Delegated Not Delegated

Delegated Not Delegated

The State Department of Social Welfare reserves the right by direct proceeding to revoke a license for cause after a hearing in accordance with Section(s) (1625 and/or 2305), and Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code.

The accredited agency hereby agrees to abide by and follow the rules and regulations of the State Department of Social Welfare which are now in force and as they may be adopted or amended in the future, pertaining to boarding homes for (aged and/or children), and further agrees to use such forms and submit such reports as are required.

The State Department of Social Welfare shall provide the accredited agency with such boarding home records in the possession of the State Department of Social Welfare as may be necessary for the use of the accredited agency. Records in the possession of the accredited agency shall be returned upon request to the State Department of Social Welfare upon the termination of the contract.

The State Department of Social Welfare, as the principal, reserves the right to examine the work done by the agency and to examine homes licensed by the agency as it may deem necessary.

This agreement shall be in effect until revoked by either party upon thirty days' written notice to the other.

	(Name of County or City)
	ByTitle
Date	State Department of Social Welfare

#### II-500 REIMBURSEMENT TO ACCREDITED LICENSING AGENCIES

II-500

Secs. 1622 and 2302 of the W&IC provide for state reimbursement to accredited licensing agencies at the rate of \$3 per month per license for the cost of the service rendered as an accredited agency in licensing boarding homes for aged and children. See Chapter IX, Financial Policies and Procedures.

#### . II-600 CASE RECORDS FOR NEW ACCREDITED LICENSING AGENCIES

II-600

Case records shall be furnished by the SDSW to the newly accredited licensing agency which has not previously served as an accredited inspection agency. The active case records will be transmitted with a transmittal list and acknowledgment to be signed in duplicate by the accredited licensing agency. The acknowledgment shall indicate that, in accordance with the terms of the contract, the SDSW is furnishing the active boarding home records necessary for the use of the accredited licensing agency and that these shall be returned to the SDSW upon the termination of the contract. One signed copy shall be retained by the accredited licensing agency, and one copy by the SDSW.

If the accredited licensing agency so requests, the SDSW will also furnish the statistical cards and index cards in its possession for the active cases being assumed by the agency.

#### II-650 CLOSED CASE RECORDS IN POSSESSION OF SDSW

II-650

Should the accredited licensing agency receive an application from an applicant who was previously licensed by or known to the SDSW, the agency may request the closed case record in accordance with the procedure outlined in Sec. II-600, Case Records for New Accredited Licensing Agencies.

#### II-700 PROCEDURE FOR BECOMING AN ACCREDITED INSPECTION AGENCY

II-700

No contract is necessary to become an accredited inspection agency. Any jurisdiction delegated to such an agency by the SDSW will be confirmed in writing.

#### II-800 CASE INFORMATION FOR NEW ACCREDITED INSPECTION AGENCIES

II-800

The SDSW will provide case material and information on licensing status for the case load for which the accredited inspection agency assumes responsibility.

300-II

BETT FORM Statementa Continence NOT SOR RESORT ISAN CONTIN

Misari

COLHIS

Astinates the set of t

Moderate agen form 1988 00. Annex per on the main religion of fred the constant of the constan

THE TE PROPERTY OF A STOCKED BY THE STOCKED STOCKED BY THE STOCKED

LECTION SOCIETY OF A LONG TONE TONE

Sacrit the accordance of the following states of the second of the Sacrit second of the Sacri

THE PARTY PROPERTY OF THE PROPERTY OF THE PARTY OF THE PA

A PARA CONTRACTOR CONTRACTOR OF THE CONTRACTOR CONTRACT

BEZONARIA (INCHESSO PERIODEA TOU DO TOURS IN THE COLD

cusada natiguaris 23 4625 paregus bas folipses desposor atta (2016 235 ) risdomes a musea (saregus asises yant baraberoes old) desau ser boot tore said ser posta

OPPLACE TOURS IN HORSE

#### CHAPTER III

# STANDARDS FOR BOARDING HOMES FOR AGED AND APPLICATION OF STANDARDS

III-50 FOREWORD

III-50

The number of aged persons in the population has increased and will probably continue to increase. Services for individuals over 65 years of age have not received as much attention as, for example, services for children. The boarding home program for the aged person who through choice or circumstance does not live in his own home or with relatives, is an aspect of community planning which needs development.

The board and care arrangement is a business-like arrangement which appeals to many aged persons. In a board and care arrangement with a private family, particularly when there are not more than five or six persons in the same household, and where there is an intelligent person to observe the health and other needs of the individual, the needs of the aged person are often well met. Living with a family gives a source of security and affords protection. The most successful boarding homes are those operated by women who like elderly people and who are tolerant and understanding of individual differences.

The modern viewpoint does not regard the aged as a separate category, but rather an aged person is an individual as is any other person — an individual with his own pattern of behavior, his own traits and problems, and a person capable of benefiting from the principles, skills, and methods used in working with other age groups.

Aging is a normal phase of the life cycle, as are adolescence, middle age, etc.; and as in the other phases of life, represents a number of adjustment problems to the individual concerned. The uppermost problem before an aged person as for an individual of any age, is the necessity for facing the reality of his situation and accepting and living successfully within the limitations which that situation presents.

#### III-200 PURPOSE OF STANDARDS

III-200

These standards are devised by the SDSW to guide operators and licensing agencies in providing for the aged person who lives in a private home on a board and care basis with care which embodies adequate physical care, safety, and comfort, and care in a manner which maintains the personal dignity of the aged person and which is conducive to his peace and happiness.

Supplies of a digest of the principal sections of the law and standards are furnished, free of charge, by the SDSW. A copy shall be given each boarding home operator for all times that a license is held. The pamphlet is also a convenient means of supplying interested persons and agencies in the community with information concerning the aged boarding home program.

# III-210 TYPES OF HOMES TO WHICH STANDARDS APPLY

III-210

This chapter applies to private family homes which accept for board and care from one to fifteen persons over 65 years of age who are not relatives of the operator of the home. (See Secs. I-110 and I-120.)

SDSW-CALIFORNIA BOARDING HOME MANUAL

Issued August 23, 1946

STATE OF SOLE STATE BOWER FOR APPEAU ASSESSMENT

#### The Foresto

CAN DANCE FOR MOARDHUR ENGLISH AGE.

interior of the sequence of the second of th The state of the s The companies for the configuration of the configur Proposite with aligna and the malans to e Paris Communication of the C ally ments the two tests to be a true from the case the part of the recentled lower synthetic extends to be recent and transfer as meeted 2 that faces on all enough crosse has three before more out of and the second comment to be a second of the comment of the second of th and the property would not seems that we have subsequed by the best that the timestriant to collegerates but topically are one and algority als call one April 1987 A Company of the Art of the Artificial States of the Artific and the first state of the section of the first and the first section in the first section in the section of th The article of the second of the contraction of the second of Committee of the second of the second of the en de la companya del companya de la companya del companya de la companya del la companya de la The state of the second of A companion of the design of the second SCHAULANCE TO THE SECOND SECOND The state of the state of the Arabian and the state of th The first of the state of the second party vote of the second second

All of the control of

# CONTRACTOR TRACTOR

transista de la companya del companya del companya de la companya

#### III-300 MANAGEMENT AND STAFF

III-300

- 1. Age of operator. The person in charge shall be of suitable age to provide adequate care for the aged. The operator shall be of such an age that she is capable of undertaking the care of aged persons. Age affects the vitality and interest of the operator which in turn have a direct bearing on the adequacy of care given.
- 2. Education, Training and Experience. The operator shall be of suitable education, training and experience. No specific educational, experience, or training requirements are prescribed. However, these factors again have a bearing on the adequacy of care, particularly where more than one aged person is cared for.
- 3. Character, Temperament and Understanding. The operator shall be of suitable character and temperament. The care of aged persons, like the care of children, requires understanding and tolerance of individual differences. A genuine liking for elderly persons, and kindliness are required, as well as the conviction that old age is not necessarily a period of hopelessness and frustration, but rather a normal period of life wherein the individual should be given opportunity and encouragement in carrying on normal activities in keeping with his strengths and interests. An operator shall be capable of understanding the requirements of individuals, the motivations, fears, and desires of elderly people.
- 4. Health. The operator shall be of such a state of health that she is capable of providing adequate care. Certain physical conditions and emotional instability affect the care given. Heart disease, hyperthyriodism, hypertension, epilepsy, fainting spells, skeletal defects or deformities, and marked defects of vision and hearing are conditions which may affect adequacy of care.
- 5. References. Satisfactory references must be furnished. In general, the value of a reference is to corroborate and give assurance that the impressions gathered by a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but an additional indication for the worker and an aid in reaching a decision. As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked.
- 6. Number of Staff. Each aged guest must be within call of an attendant at night and the staff must at all times of the day or night be adequate to safeguard the guests in an emergency. Staff shall be sufficient to provide adequate care and protection at all times. In a small home the operator may require no assistance. All aspects of personal care and housekeeping routines shall be adequately performed. When guests are accepted or are under care, who require a great deal of personal service and assistance, enough staff shall be available to provide such service. There shall be someone in charge of the home during the absence of the operator and someone available at night in the event of an emergency.

and the second of the second s Charles the Ministry of the State of the Sta \* Chille Constitution of the constitution of t II. DARRADEN DER SONDER the country of the co Only to each the second of the the as Leuthbourshit , Form O Party Ety 1 19

#### III-300 (Continued)

III-300

7. Employment of parolees. Parolees placed by the State Department of Mental Hygiene shall not be employed to give personal care to guests. Parolees may, however, be employed at other tasks, provided continuous and adequate supervision is provided by the operator at all times. A parolee shall not be given responsibility for the home during the absence of the operator or other staff members.

The SDMH places work parole patients in various hospitals and other institutions and homes with the understanding that they will receive constant supervision from the employer. In addition, such patients are under the supervision of a social worker of the Department of Mental Hygiene, who makes monthly calls. In general, employment of work parole patients is in menial positions and not in positions of responsibility, especially not responsibility for care of patients or children in a home or institution. Cooking and other kitchen work, under supervision, are not considered hazardous to inmates of homes and institutions.

8. Presence of adolescents and small children. It is not recommended that the care of aged be undertaken by an operator who has small or adolescent children, or that there be children in the household or on the premises. The presence of children is disturbing to the aged, and the best interests of the children are not served under such circumstances. There may be instances, however, in which physical arrangements, operation, etc., would entail no conflict between the best interests of the aged and the children.

#### III-400 HOUSING AND HOUSEHOLD EQUIPMENT

III-400

- 1. Conformity to state laws and regulations. Homes shall conform to state laws and regulations with respect to housing, fire safety and sanitation.
- 2. <u>Location</u>. The home should be in a residential area where the guests may participate in the religious, social, and recreational life of the community.
- 3. Grounds. The home should have yard space and easy access to the outdoors, away from traffic.
- 4. Space. The home must have sufficient room to accommodate the occupants in comfort, safety, and with sanitation.
- 5. General safety. Care shall be taken to guard the aged guest from injury due to slipping rugs, slippery floors, unguarded stairs, improperly guarded heaters, etc. Stairways, inclines, ramps, open porches and fire exits must have hand railings and must be well lighted. Special facilities shall be provided for the safety and guidance of the blind. The master key of all rooms locked by guests on the inside shall be kept where any staff member can find it in an emergency.

The control of the co

the control of actions of the control of the contro

# THE STORY TANKEDON AND OUTSIDE

Confidentian of the continuous and the transfer of the continuous of the continuous

And the factor of the state of

Protection of the second of th Canada yang bus compa bron a da

100000 and the first water out, which we are successful and the second of the s Ene here east here and interattaboarsoom of moor

The property of the property o

(0.27 20.07 20.07 20.07 20.07 20.07

III-400 (Continued)

III-400

- 6. Detached buildings. The use of detached buildings may be permitted when restricted to use by guests who are mentally and physically active. However, signal systems, additional staff, and other measures may be required by the licensing agency.
- 7. Living room. In order to provide a home-like atmosphere, guests should have the use of a well-lighted and heated living room which is comfortable, attractive, and which provides recreational facilities for the guests, unless all sleeping rooms are equipped as private sitting rooms by choice of the guests. Guests should likewise have available to them a place where they can visit in private with friends, relatives, and other visitors.
- 8. <u>Use of bedrooms</u>. Guests shall sleep in bedrooms. No aged guest shall sleep in an unfinished attic, basement, stair hall, or room commonly used for other than bedroom purposes.
- 9. Sharing bedroom. Two or more aged persons may share a bedroom if they are congenial and there is sufficient air space and living space for comfort.
- 10. Individual beds. Two aged persons shall not occupy the same bed except married couples who prefer that arrangement. Even then, another bed should be available in case of illness.
- 11. Distance between beds. There shall be at least three feet between beds.
- 12. Equipment for beds. Each bed shall be furnished with good springs, a clean comfortable mattress, adequate light warm bedding, and when necessary, rubber sheeting or satisfactory substitute.
- 13. <u>Furnishings for bedrooms</u>. Bedrooms must be adequately and comfortably furnished and lighted, and suitable provision must be made for the proper care of clothing and personal belongings.
- 14. Air space and ventilation. A sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of window space; dimensions of sleeping rooms accommodating two persons should provide 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided. There shall be at least 3 feet between beds.

A window opening on an enclosed porch is not an adequate substitute for an outside window.

The State Housing Act sets up differing requirements for various buildings, depending upon the occupancy and date of construction. The requirements for dwellings in the Housing Act are not operative

Name of the second proci. TOP TO TO Cold S-WOITHGETTE Too we will be a second Control of the second 

III-400 (Continued)

III-400

in unincorporated areas, and the requirements for certain other kinds of buildings in unincorporated areas may or may not include the boarding home. The term "dwelling" as used in the Housing Act has a technical meaning, and all boarding homes may not be classified as dwellings.

Because of these technicalities, the cubic air content of sleeping rooms as stated above has been selected as a guide (based on Secs. 16052, 17705 and 17706 of the State Housing Act), and some flexibility may need to govern its application.

In a situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the recommendation of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be called upon for assistance; when there is no local inspector available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.

(See appendix regarding enforcement of State Housing act.)

15. Heating equipment. Heating equipment must be adequate to provide warmth as required for aged guests.

Fireplaces and open-faced heaters must have screens. Gas heaters shall be vented and installed with rigid pipe connections. The use of kerosine heaters is undesirable for safety reasons. Precautions shall be taken in the use of electric heaters in bathrooms.

16. Fire safety. No non-ambulatory guests shall be housed above the first floor of a non-fireproof building. (An ambulatory guest is defined as one capable of leaving the building without assistance of any type in the event of an emergency.)

No aged person shall be housed above the second floor of a non-fireproof building.

Each floor of any building must have at least two exits. Each exit must be so constructed and located that it can be reached by any occupant of the section of building it is intended to serve without passing through flames or smoke which might be coming from stair wells, halls, or other openings.

Additional requirements may be imposed when fire hazard is deemed to exist.

17. Bath and toilet facilities. Baths and toilet rooms must be sufficient in number and conveniently located. Bath facilities should be provided at a ratio of at least one to each twenty persons, and toilet and wash basin facilities at a ratio of at least one to

#### III-400 (Continued)

III-400

each seven persons.

Baths and toilet rooms must be kept scrupulously clean and free from odors. Floors must be painted or otherwise rendered non-absorbent.

Hand rails should be provided if needed by guests near the bath tub or toilet.

A shower with a stool and handrailing is more convenient than a tub for some guests.

Toilet vessels must be removed promptly and kept free from odor or discoloration.

There shall not be a communicating door between a toilet and kitchen or other room in which food is stored or prepared. Toilet vessels shall not be carried through kitchen, pantry, or dining room. Wood commodes and toilet chairs must be painted or enameled to insure sanitary condition. Metal chairs are preferred.

18. Housekeeping standards. Housekeeping shall meet an acceptable standard of cleanliness, orderliness, fresh air in rooms, and absence of offensive odors.

#### III-550 FOOD SERVICES

III-550

The diet shall be nutritious, adequate, and suitable for the aged. The licensing agency will supply each operator with leaflets regarding food needs of the aged.

The manner of serving food shall be inviting and attractive; service in a dining room is preferable because of added enjoyment and sociability.

Foods served shall be easily masticated and easily digested for those guests whose absence of teeth or use of dentures makes this a consideration.

While due consideration should be given to long established food habits and the preference of aged persons, guests should be encouraged to accept a nutritious and well-balanced diet.

There shall be adequate provision for the proper care and protection of food, and the proper preparation and serving of meals.

#### Home canned foods.

Because of the danger of food poisoning, all home canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is available from the University of California Extension Service, University of California, Berkeley.

interes (securios).

each member persone.

heaths and follow reach and to hely paragraph outy come and good the transfer of any managed mantrop course. Thouse must be printed on assertings managed and appropriate.

Constructe amouth in provised of named of great see seen the bath

a ranger with a stool and bardrailing to note consentable than so

or discoloration.

Coors shall not be a communicating door between a different cliteres or other room in which food is stared or argument to the vensels shall not be carried through kilones, restry, as attending room. Nood connected soilst pastire must be pointed or a room. Nood connected to the water contract of painted or a room to increase continues continues.

16. Hones coeping atomissing floures weeting small compared and advantage of clearlinese, or settings, frase at a second and alterno of offersive actus.

#### EMOLYS TOOR TOOK

The dist shall be nutritions, adequate, and collection or also produced the linearity agency will supply small small supply and operator with next its recommendation and the agent.

The though of derring find endly be invited that entropying and the properties.

. Foods mester similate enviate smanisated and esetty digested for several environmental digested for the content of the conte

emples and the profession and telleralisms of the season and the contract of the season of the seaso

There aimle he compared interior for the proper care and protection of food, each the proper decreased as the food,

ATTALIBRATE ALTONA

Secretar of the content of their periodics, call then factors from the secret for the content of the content of

# 1 1 ··· .

#### III-700 HEALTH AND MEDICAL CARE

III-700

- 1. Health examination of family and staff. It is desirable that members of the family and the staff have an annual physical examination as a safeguard to the guests under care.
- 2. Pre-admission physical examination. It is desirable that the operator require each guest to have a pre-admission physical examination and that each guest have an annual physical examination. This is important from the standpoint of the guest, as well as a protection to the operator. No persons suffering from tuberculosis or any other contagious or infectious disease shall be cared for in a home for the aged.
- 3. Arrangements for medical care. At admission, arrangements should be agreed upon between operator and guest, or person responsible for the maintenance of the guest, as to what physician shall be called in the event of illness, and who shall be responsible for payment for drugs and professional services.

A physician shall be called at the onset of illness and in cases of temporary illness nursing care shall be provided or the patient removed from the home.

Drugs and medicines prescribed for one person shall not be administered to any other guest. The administration of remedies without the authorization of a physician constitutes medical practice without a license and is in violation of the following state law:

"Any person who practices or attempts to practice, or who advertises or holds himself out as practicing, any system or mode of treating the sick or afflicted in this State, or who diagnoses, treats, operates for, or prescribes for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other mental or physical condition of any person, without having at the time of so doing a valid, unrevoked certificate as provided in this cnapter, is guilty of a misdemeanor." (Sec. 2141, Business and Professions Code.)

Rubber sheets or satisfactory substitute, frequent changes of linen, bedpans, hot water bottles, bed lights, back rests, book rests, trays, and other equipment shall be provided as needed for the care, comfort and safety of guests during temporary illness.

#### III-750 RECREATION

III-750

The operator should encourage and make possible social, recreational and religious activities appropriate to the individual's interests and physical condition. Participation should be voluntary. The needs of the aged are not fully met by merely providing room, board and care. The aged also have recreational and social needs which the individual himself often does not recognize. Even though the aged guest may have outlived the members of his family, or the friends of his youth, and may feel his productive days are over, the aged person should be encouraged to participate in activities of the community in accordance (Section Continued on Next Page)

III-750 (Continued)

III-750

with his strength and ability. The operator can do much to assist in this regard by making it easy for the guest to keep in touch with family, and old friends, by making it possible to participate in planned activities within and without the home in connection with religious, social or fraternal groups in the community; by celebration of holidays, birthdays, etc.; by encouragement of handwork and other skills or hobbies.

#### III-800 RESTRAINT PROHIBITED

III-800

No form of restraint shall be used in caring for any aged person. Likewise, no sedative shall be given in lieu of restraint. The use of any appliance to confine a guest to a bed or chair or to deprive him of the use of his arms, hands, or feet, is strictly forbidden.

Guests who cannot be cared for without the exercise of physical restraint should be removed from the home, or application should be made to the State Department of Mental Hygiene for license to operate a home for mental patients. The inclusion of such persons in a home subject to the licensing jurisdiction of the SDSW is prohibited. The senility manifested in loss of memory, mild disorientation, and other mild symptoms, may not disqualify the person for care in a home for the aged.

No aged person shall be locked into his bedroom by day or night. Windows shall not be barred or closed by any screen heavier than ordinary fly screening.

#### III-820 SUPERVISION

III-820

An attendant shall be available at all times to look after patients who are unable to care for themselves or who may wander away from the home or become lost.

It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost, but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places.

The senile aged must be treated with respect, their peculiarities should not be discussed, and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, and increases their confusion through anxiety.

#### III-850 NUMBER AND TYPE OF GUESTS

III-850

In accepting aged persons for care, the operator must keep within the limits of the license issued to her.

Limitations on the number and type of guests will be determined by consideration of housing conditions, equipment, number and qualifications of staff, and other factors affecting the safety and welfare of the aged guest.

III-850 (Continued)

III-850

Care of the aged is a specialized service which should not be combined with service to other groups. However, exceptions may be made as indicated herein.

Boarders or roomers who are not aged may be received if housing is suitable and their presence does not conflict with the comfort and interests of the aged guests.

Blind persons may be received if housing and staff are adequate.

Alcoholics, drug addicts, insane, mentally deficient, and epileptic persons shall not be admitted to a home for the aged.

III-870 FINANCES

III-870

The net income from all sources must be regular and sufficient to maintain a comfortable standard of living in the home, including abundance and variety of food, warm rooms, clean linen, and necessary attendants.

Financial records and reports are not routinely required of operators (especially not for the smaller private boarding homes for aged). However, in the interests of the aged persons under care, financial accounts and reports may be required.

Special requirements as to records and reports must be met for those homes entering into agreements for life care or care for a period of more than one year. (See W&IC 2350.)

## III-900 RECORDS AND REPORTS

III-900

A register shall be kept by the operator which includes the following facts concerning each aged person received or cared for:

Name Last previous address Age

Nearest of kin Mother's maiden name Person responsible for

Person responsible for care and maintenance.

It is advisable to include in the register the amount of the fee and the dates of admission and discharge or death. A sample register page will be furnished on request.

A record of aged persons cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as aged persons are accepted and discharged from the home may also be required by the licensing agency.

The death of an aged person in the home must be reported in writing to the licensing agency within 46 hours. Forms for this purpose are provided by the licensing agency.

Any change in the management or address of the home nullifies the existing license and a new application must be filed at once for another license if aged guests are to be cared for.

nga salah pertagan Anta Sib Cara Rey Basa dan Salah salah salah basa dan bermatak basa basa basa basa basa basa to the contract of the second The second to the second of the second series are the second second to the second seco the subserve to be vive a so the source of the war were a technical adjustmental a to exception this control to the speciment of the section of the s of the expension was the dealings to the rest to the test an exact an exact an exact and the attended to the contract of the . Expensive work was a standard that a second residence of SILL OF STREET The state of the second of the sectors is a section of the T the constant and all attentions of the privile as freedom the contract of the water at the trans. The trans. older them, and there are the transmit troversing to extense forthern for the straight has afrecome that and and provide the provide an authorize organize rations and the few contributions the control of the aged posterior acres fire cold in the cold in seed for the selfer, of the got and abrabat of as administration is the con-And well lede out one to are other administration of the (.OMES DIEN : SEE SEGO.) STRONG CRIA PROMINE CONTRACTOR 3 4 4 1 1 / A religious who had been exempted the opening of the second of the restal of there provides the managed person required or carried there ofal to thought acombine marky in the on to median of abidak Person regenerably the Market weedswoodules. barrat was to farmer and redaignt and all abulant of elder the at a the contraction and discharge or deads. A sample topletor page whit a . de 20/pad ou de de de de a record of aged persons david for doring the grass is sog in the to and of license is granted. Retains to titration to the licensing average Levelin of outs you seed eat not regard to the cetypose ors shorted bons on by the linearing agency. The dealer of his agent we have also agent and the agent to be asset to the to the learnest garage material to the action of action concess galances is although , the licensing agency, not expected whose was in acceptance from ones are of traces that reasons and remarks builts of form materials are made and areals are also

. 2 & Because of the change and 21 Canadi

The same of the sa

III-950 ADVERTISING

III-950

Persons intending to advertise care for the aged should exhibit their license to the newspaper which is requested to see such license before publishing the advertisement.

#### CHAPTER IV

# STANDARDS FOR BOARDING HOMES FOR CHILDREN AND APPLICATION OF STANDARDS

IV-50 FOREWORD

IV-50

#### Foster Home a Substitute for Own Home

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

#### (Minimum) Essentials for Every Child

When a child is deprived of care by his own parents in his own home, the foster home should provide the things which his own home should have given him. The U. S. Children's Bureau (Publication No. 216, "The ABC of Foster-Family Care for Children") summarizes the minimum essentials which every child should have and which should be sought in whatever homes are substituted for the child's own home:

- 1. Security. A feeling of stability, and of belonging and counting for something in other lives.
- 2. Family Life. A chance to live in a normal family group of differing ages without being crushed by numbers; to develop mutual attachments and a sense of responsibility for others and for the work of running a household.
- 3. Sufficient Nutritious Food. This should be simple, well prepared, and adapted to the age of the child. It should be served at regular hours, amid attractive surroundings, and eaten at leisure in a cheerful atmosphere.
- 4. Adequate Shelter. A clean, light, well ventilated, well-kept home, properly heated in winter, with sanitary toilet facilities. The child should have a separate bed and a place in which to keep private possessions and to entertain friends.
- 5. Comfortable Clothing. Clean, whole, attractive garments that fit and that are individually owned; sufficient changes for cleanliness; adequate protection against inclement weather.

BECLERA SER SERVE ADMINISTRAÇÃO DE SERVE DE SER AT WIND PRINTS Poster Home of the burney for the Bone and the complete the state of the comparison of and a to to the second of and the control of the second of the control of the the street of the street period than a chief being period to the street to the street of the pure to all thoughton new at itims and the other proof it is and the contract of nalatyong (analytiko nation) and energyalathan ka euro anda andari entrutorpenta que dopos escoues estable filadistada dual contrar a los como las describas describas. are required and into planting a stell ingless from which are invited and an incident and according to the constant of the con . of the conversation of the contract of the c The conditions ented Terringso (iz telegrapy and issue that the second is bettered as 1850a is a trivial and the second record as the second record record as the second record rec Could Care into Children I, actor even and the contract of contains the State of Sta the common control of the control of anila w own makes is separated a factor of condition, and he constant a separate for est r blown . Really like. A manner of the large power feetly group or electron ారులు పార్మంతుందే. ఆత్రిక్షల్లు అది ప్రశాపత్తున్న ఇంటరం, కార్క్ మందింది. దూరుక్కింది ఇంటరు ముంది. మార్క్ మాలు ఇంట్ ఇంట్ కారు తారులు కార్వాల్లో కార్యాలు కార్డ్ మార్క్ మార్క్ మార్క్ మార్క్ మార్క్ మార్క్ మార్క్ మ A CONTRACT OF BUILDING and and a superior of the state of the state of the superior o and the second and reconsisting the second and the second at the second and uncontained light and the And rest in the contract the contract that the contract t property and selection to the course and a course of the c reported highly the Entire of Spela a tree bid e execute a event blacks billion printer abacusan of his anciers were y is give anno enterror excellential extent collection are to a registration additional. iseanlianely and response topical Pipe themse of unbivable our bost LESSENSE STREET VIEW VIEW COLORS STREET esta drain no humalasta nalanga

IV-50 (Continued)

IV-50

- 6. Health Habits. Individual toilet articles; frequent baths; proper care of teeth; regular bedtime and plenty of sleep; abundance of fresh air and of pure drinking water; several hours of cutdoor play each day; definite teaching of health rules and of wholesome, happy, courageous attitudes; sensible instruction in sex matters.
- 7. Educational Essentials. Attendance at a community school of good standards as long as the law requires, and as much longer as the child's capacities warrant. Development of each child's fullest capacities through high school, commercial, or trade-school training in line with special abilities.
- 8. Recreation. A safe, clean, roomy place for outdoor and indoor play; suitable play material and tools; sympathetic supervision.
- 9. Community Life. A part in community group activities and festivities; opportunity to make friends in natural ways through entertaining and being entertained; normal neighborhood contacts and wholesome association with persons of the opposite sex.
- 10. Moral and Religious Training. Positive teaching of standards of right and wrong aside from measures of discipline; daily contact with adults of sound character and inspiring personality; attendance at religious services of the type preferred for each individual case.

This chapter is designed to provide safeguards for children who must be cared for out of their own homes and to secure for foster children insofar as possible the foregoing essentials.

#### Evaluation of Foster Homes

The approval of a foster home is not a simple matter of applying the standards, and granting a license to the applicant who meets all of the requirements, and denying a license to an applicant who fails to meet any one of them. Instead, it is a highly skilled process of weighing all factors and evaluating the total suitability of the foster parents and the home in terms of the needs common to all children, and the special needs of children who require placement.

Few situations will line themselves up completely on the positive side, and skill is necessary not only to be aware of the negative aspects of a home, but to determine whether such aspects can be lessened and whether children would suffer because of them.

The evaluation process will include not only tangible factors such as adequacy of housing, financial independence, suitable neighborhood, etc., but other extremely important intangible characteristics. In some instances, for example, physical standards may be borderline, but the prospective foster mother has warmth, flexibility and understanding of the behavior and needs of children. On the other hand, adequacy of housing, good neighborhood, favorable family composition, and abundant financial and cultural resources do not

TARDADA MA LO DIE BONS 192 CHELOSE NA ACTADA Sty als no de la composición Composición de la co on the state of the second of the state of the second of t The second of th with the second ...... a best of the section of the section of Such as a some of the way to be a such that the same of the same o is the finite was to a sugational year in the there ..... Puese de la constante de de trajante de la companya de la co Associationes de la companya de la c PK (tros). The Community of the Substitute of Assistance and the Community of the Community The this mi freq a 11. 11.00 The term of the second of the were estacopy with the earlier attenualists t ings fraging and broading transming at a with . was ab tenilopout to a record on ablance of the - Profesored Main to the adventue bases The section of . " to" throughly viltery of beneficers The state of the second of the .s.f.s.lapron. gener ist a dister hame is not a reight metter of agencies . Trees at the committee and included the control . . The state of the control of the state of t . The control of the selection of recession as I the selection of the sele the tooks outer the footest parameter in the Land of the common to all dis. . . the special appear in this experience was the Tew sitts of the contract of t cut to define but were the compagn. The second of the second or the second of the . Add to amended untime en de la completa de the course of the second of th n de la companya de Companya de la compa and a final formation of the second of the s SING MAN DEPART AND IN A WEST

IV-50 (Continued)

IV-50

necessarily mean the home will serve the needs of children. An applicant who is cold, unyielding, who is unwilling to put herself out, cannot serve foster children in spite of the acceptability of the physical surroundings, and the acceptability of the family from the community point of view.

From this, it follows that the worker accorded this responsibility in an agency must have skill and understanding. The adequacy with which the worker obtains material for evaluating a home will depend on her skill in relating herself to the applicant, how well she can set the applicant at ease, overcome defensiveness, and how well she is able to derive the meaning of behavior and factual information secured.

#### Application Interview

The initial interview with prospective foster parents starts the study, evaluation, and the preparation of the home for use -- processes which continue as long as the agency has contact with the home. Through observation of behavior, attitudes and the factual information obtained in the first interview, the worker begins to gather the material with which to evaluate and make a decision as to whether or not the home can be licensed. In some instances enough information is revealed to reach a conclusion that the home cannot be used.

#### Orientation of Applicants to Serve as Foster Parents

Prospective foster parents begin their education as foster parents at the application interview. Applicants should be prepared for the study of their home so that the process will neither surprise nor mystify them. They should know about the home visit, the kind of information the agency will need to secure, and the requirements of working with an agency and with parents.

The foster parents should begin to understand how their own life experiences, and adjustments to them, are related to their ability to care for a foster child. It should be explained to them that success as foster parents means creating a family life for the child, not only within their own family circle, but also in community life.

The foster mother, particularly, should begin to receive some insight into the relationship she will have with the child's own parents and with the foster child, and some insight as to whether she can accept the responsibility which these relationships will involve. The foster mother should realize that foster children may come from inadequate, insecure, or underprivileged parental homes, that they almost always are upset by removal from their own homes and may be unable or unwilling to accept foster parents.

The foster parents will need to realize that the licensing agency may continue responsibility for the child placed and that a cooperative relation-ship with the licensing agency is essential. The child may also have parents of his own with whom his relationship must be strengthened. Also, the prospective foster mother should begin to receive some idea of the guidance which the agency gives and what other community resources will play a part in her service as a foster mother; namely, church and recreational groups, Parent Teacher Associations, and the health facilities which the community offers.

 IV-50 (Continued)

IV-50

#### Purpose of Standards

These standards are devised for the use of accredited licensing and inspection agencies, child placing agencies, and foster parents. Supplies of a digest of the principal sections of the law and the standards are furnished, free of charge, by the SDSW. A copy shall be given each foster mother for reference during all times that a license is held. The pamphlet is also a convenient means of supplying interested persons and agencies in the community with information concerning the foster home program.

#### Types of Homes to Which Standards Apply

This chapter applies to the foster family home for twenty-four hour care of one to fifteen children, the foster family home for day care of one to ten children, and the parent-child home serving not more than six children nor more than four family units. See Chapter I, Jurisdiction of SDSW, Secs. I-430, I-440 and I-450.

#### IV-100 COMPLETENESS OF FOSTER FAMILY

IV-100

The family group of father and mother should be complete, particularly in 24-hour care.

The application of a widowed, permanently separated, divorced or unmarried woman for a license for 24-hour care of children needs to be carefully considered. A child's reactions and social relationships in adult life are greatly determined by his experiences in the inter-relationships of family life as a child, and proper development is more assured when a child has had both father and mother. Many of the children who must be placed in foster homes come from homes which have been broken either through death or some other tragedy, and every effort should be made to place children in a home which will correspond to a normal family.

There may be exceptions to this rule. There are homes in which there is only one parent, and in which the child has developed normally and well. However, where such exceptions are made, they should be made with the child's total welfare in mind and after all factors have been carefully considered.

Since the objective of foster home placement is to provide a normal home atmosphere for a child who needs a substitute for his own home, the foster father should be an active participant in the life of the child. The foster father should be interviewed to determine his attitude toward acceptance of other children into his home as members of his family group, his understanding and treatment of children, and his interest and willingness in fulfilling the role of foster father. These factors apply to the foster father at the time of renewal of license as well as at the time of first application. It is of value to know how the foster father feels about renewal of license for the care of children after having had the experience. His observations regarding the development of the foster child are as important in evaluating the home as is the attitude of the foster mother.

Comment ( Section )

gastiere by en wester

The standards of the Consist the two are as according to the consist of the consi

# State of Same to be taken by the contract that it

This camper applies to the Section this think, when the part of the Section of th

ti-too Semiferilee as bibles in it.

MAN TOO

in the contact group of interes and aprile though he despitate, particularly

The disoliteration of sections of generalized production of investor of consequent of the section of the sectio

The second sear the propertions to follow rolls. There are newes in water those to be conthe control of purvati, the in the stance the collowing there are no control of the test. The control of the collowing the part of the property of the stance of the stance of the second season. The collowing the continues of the collowing the collowing the continues of the collowing the co

(copered government of least pass pass)

realing wealing by Tork

TOPA-CONTINUENTY POYETION TOPE AVAILT

IV-100 (Continued)

IV-100

The completeness of a family is not as important in day care or parentchild care, since the child may return to a complete parental home each night in the case of day care, and the parent or parents are available at least part of the time in parent-child care.

#### IV-130 PERSONAL FITNESS OF FOSTER PARENTS

IV-130

Both the father and mother must be of suitable age, education and temperament to care for children, and actively interested in their development.

- 1. Age of foster parents. It is desirable that the foster parents be of an age comparable to that of natural parents neither too young to undertake the care of an adolescent child, nor too old to care for the young child. Age, in most instances, directly affects the vitality, interest, understanding and capability of foster parents. Other considerations must outweigh these factors in licensing the home where the foster parents are either very young or are beyond the age when they would customarily be undertaking the care of children.
- 2. Education of foster parents. It is not required that foster parents meet any particular standard of formal education, but foster parents should be literate, able to help children with their lessons, have sufficient cultural and educational background to fulfill the ordinery demands of modern living and be able to impart to the child the upbringing necessary to help him take his rightful place in the community.
- 3. Temperament of foster parents. Foster parents must be emotionally stable, and happy in their own family life and able to cope with the everyday problems of living in an effective and resourceful manner.
- 4. Active interest in development of foster children. Interest in the child and his development toward independence must be the motivating factor rather than self-interest. Foster parents must be emotionally mature enough to allow a child freedom of choice, and able to give a child constructive affection.
- 5. Capability of foster mother. The foster mother must be able to accept the extra responsibility of a foster child without jeopardizing the development of the child, her own health, or the care she gives her family.

The evaluation of the personal fitness of a couple to serve as foster parents may be based in part upon a discussion of their motives in applying for a license to care for children. The motives expressed are varied and may consist of a frank expression of financial need or a means of supplementing income in order to provide the family with luxuries not otherwise attainable; an emotional need due to childlessness or the fact that own children have

IV-130 (Oontinued)

IV-130

married or grown up; a desire for companionship for an only child, etc. These expressed motives or any combination of motives may be acceptable, provided their emotional significance to the applicant is not such that a child would be sacrificed to the needs of the foster parents or the foster parents' own children, and provided there is tolerance, patience, interest in children, and a willingness to provide more than food and a clean room. For the purpose of foster home care motives should include the desire and satisfaction received in helping children attain growth, independence and self-fulfillment.

The welfare of children rather than the desire of the applicants for a license must guide the process of licensing foster homes. Applicants who desire only children who are good and loving, children who are neither noisy nor untidy, would not make acceptable foster parents. However, if all other aspects of the foster home are satisfactory, such attitudes on the part of the applicants would not be basis for denial of license, but such attitudes should have great weight in any consideration of placement of a child.

A frankly financial motive need not cause undue concern, when other factors indicate the applicants understand the objectives of foster home care, and are willing and able to give the service children require. Such an applicant should be told, however, that foster home care is not usually a highly remunerative service. On the other hand, a service is no less an adequate service because the individual desires payment for giving it.

The evaluation of foster parents requires a careful study to determine their capacity for the care of children and the flexibility with which they can accept differences in children and own parents.

#### IV-160 HARMONIOUS HOME LIFE

IV-160

A harmonious home life in the foster family is necessary to give children emotional security. A harmonious home life is one of the most fundamental aspects of the foster home. It is spontaneously and unconsciously revealed by such things as tone of voice, manner of speaking, the attitudes of husband and wife toward each other, toward their own children, and of their children toward one another. Over-protectiveness, defensiveness, or resistance against the worker meeting other members of the family might be indications of a lack of family unity or some other situation which could adversely affect the care of a foster child.

All members of the foster family must be willing to accept the foster child as a member of the family group. Where there are own children the attitude of the children toward the foster child is important. Observation of the family group together will give an indication of the relationship of the various members of the family toward each other.

#### IV-190

#### IV-190 PHYSICAL AND MENTAL HEALTH OF FOSTER FAMILY

IV-190

There shall be no mentally defective or incompetent person in the family or household, either child or adult. The presence of a mentally defective or incompetent person might constitute a hazard for the foster child.

The physical health of each member of the family must be good.

The study and evaluation of the home should include careful consideration of the health of members of the family. The foster family must be free from disease which may be transmissible to the children and from physical conditions and emotional instability which would affect the care of children. Such physical conditions include heart disease, hyperthyroidism, hypertension, epilepsy, fainting spells, skeletal defects or deformities and marked defects of vision or hearing. It is desirable that all members of the foster family and any other child caring personnel have annual medical examinations, including chest X-rays. This is a public health matter, designed to protect the foster child, but is also of value to the foster family. In some instances, medical releases might be obtained for a check with the family physician where there is recent history of medical care. Where local facilities are available, some agencies may wish to consult with the local health officer regarding the possibility of health examinations of applicants and members of the family through the local health department. In most areas the local Tuberculosis Associations will be able to provide X-rays. Some families may wish to secure such medical check-ups through their own family physician.

## IV-220 INCOME OF FOSTER FAMILY (Economic Status of Foster Homes)

In 24-hour care of children, the income of the foster family from employment or other resources must be reasonably steady and sufficient to maintain an adequate standard of living for the family as far as essential needs are concerned.

The income in a foster home in which the only source of income is public assistance is usually too marginal to safeguard the interests of foster children in 24-hour care.

In some applications the subject of finances may be a very important one to be carefully scrutinized and even verified where there is reason to believe that the family income may be so meager or the family expenses so great that a foster child would not have proper care. The question of when to make a detailed investigation of the family finances is a case work matter involving the boarding home worker's judgment.

#### IV-250 EMPLOYMENT OF FOSTER MOTHER

IV-250

IV-220

The foster mother should not be employed outside of her own home. Employment, even on a part-time basis, might reflect adversely on the care given the foster child because of the drain on the foster mother's time and energy and the corresponding need to crowd household duties into the time not employed. There may be, however, the unusual exception where the foster

IV-250 (Continued)

IV-250

mother may be employed on a part-time basis during the time when the child is in school where such activity in no way would affect the adequacy of care given, nor the interest of the foster mother in the child.

Special hazards to foster children exist in situations where teachers board children in order to increase school enrollment. This situation is found most frequently in isolated rural districts, where the teacher's employment is dependent upon bringing enough children into the district to keep a small school open. The dangers inherent in such a situation are:

- 1. The motive for boarding the children is not an interest in the welfare of the children themselves. They are usually chosen because of their age and availability.
- 2. The care which can be given is always questionable. Housing is often inadequate -- it is frequently difficult to find a house to rent in the districts in question. The income is usually insufficient, since the teacher is ordinarily forced to offer a free home in order to obtain children, and her salary is not large enough to support several children in addition to herself. Also, the teacher must of necessity be away from the home for a good part of the day, and is unable to give her attention to the care and supervision of the children, so that both training and homemaking suffer.
- 3. There is always a question regarding medical care. In illness where the child is unable to attend school, there is no one in the home to care for him.
- 4. There is some question as to the advisability of having a foster mother who is also the teacher. There will almost certainly be confusion in the child's mind as to the relationship.

#### IV-280 SUPERVISION DURING ABSENCE OF FOSTER MOTHER

IV-280

Adequate supervision must be provided for the children during the absence of the foster mother. Unavoidable absences for short periods occur in most normal homes and suitable arrangements must be made for supervision of the children at such times.

In any unusual absence, the foster mother shall notify the parent, guardian or other person or agency responsible for placement of the child, or the licensing agency if the person responsible cannot be located. Such notification shall be given immediately, and if possible in advance, so that proper arrangements for the care of the child may be devised.

#### IV-290 COMBINATION OF TYPES OF CARE

IV-290

Twenty-four hour care and day care of children are each specialized services which should not be combined with each other or with care of the aged, with adult roomers or boarders, parents in residence with their children, or any other service. Only in unusual circumstances will exceptions to this rule be made by the SDSW or its accredited agencies,

1. Combination of foster care. A family home should retain its character as a home to the child under care, and the presence of day care children, or parents and children, would tend to remove that characteristic so essential for the child deprived of his own home.

A health hazard likewise exists in the acceptance of day care children in a home giving twenty-four hour care.

2. Adult roomers and boarders. The foster home combining services for children with the keeping of adult boarders and roomers loses its essential and most important characteristic as a family home. The coming and going of boarders and roomers constitutes an uncontrollable element in the environment of the foster child which may constitute both a health and moral hazard. However, there may be instances where a person not related to the foster family has boarded or roomed in the household over a long period of time when an exception to this rule may be made.

#### IV-300 PARTICIPATION IN COMMUNITY LIVING

IV-300

The foster parents shall make it possible for the foster child to participate in the social and recreational life of the community appropriate to his age. The relationships of the foster family in the community in the matter of making and keeping friends, holding employment, and generally getting along with others, contribute toward making it possible for the child to participate in the social and recreational life of the community,

The recreational and social activities in most communities are bound up with the church and the school. Participation of a child in church activities suitable to his age is important. Participation in social activities in and out of church and school, and in group activities such as 4-H clubs, Boy Scouts, Girl Scouts, etc., is desirable.

#### IV-310 RELIGIOUS TRAINING

IV-310

Each child of appropriate age shall be given opportunity to attend religious services and activities of his religious faith or that of his parents. When this is impossible because of absence of the denomination in the community or other causes, the religious training offered must have the approval of the child's parents or person responsible for placement.

In day care and parent-child care the foster parents may have no responsibility for the child's religious training. The foster parents must (Section Continued on Next Page)

array of a library of the library of the control of or operation of the set set seems of the second of the AND THE PROPERTY OF THE PROPERTY OF A PROPER to religious con excess from water signed to the transfer of the first of the first of the second second second was a second of the second of in the second control of the second control with the party spot and open in the form to manchomeran the same open in t recommendered tife of the community. ca althoughton added of a mindle of the colla to the second of the same acceptant to the property of the second to the same and the second of the sec and the community of the contraction of the contraction of the community of the community of the contraction and the property of the control of t have the second of the second the Konest Landbox Start Late of Receipts are for acheer will the first mail ways are trades. 12. Control of the control of the control of the post of the post of the control of t and the contract of the contra attended the period of the contract court period in his tolers. No wear as the contract of the contract of the contract of difference of the article of the following apparets of the engine aki bereda kun Strike di 1200 Sisa waarupeajir comitiges di 1000. and appealing to be been appropriately and above the contract to the topics. And organization to the property of the proper "LOSS TOS AND THE STATE OF THE PROPERTY OF THE PROPERTY OF THE region for antique afficient of the transfer of the first of the contract of t en continue apart. I'm this State Batter Bit 1 4 Ten. A ten Antold Could be Akid > Let take of Rivers · 大學 1987年 - 1989年 - 1990年 - 1990年 - 1990年 - 1991年 - ester menter de Labor estate et frança vans desergi merser con produced production en de la company ente Torre de la company de la sow, comotocopy MAKEARRA FOR POWER AS ASSET FOR SHILL BURK AND APPLICATION OF SOM THE STATE OF STATE

responsibility of the excitent and the contract of the contract of the contract because the contract of the co

I made the constant of tone water

IV-310

IV-310 (Continued)

IV-310

respect the child's beliefs and be observant of his religious training as to holidays, church attendance, diet, etc.

IV-320 REFERENCES

IV-320

Satisfactory references must be furnished.

In general, the value of a reference is to corroborate and give assurance to the worker that the impressions gathered through a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but one additional indication for the worker and an aid in reaching a decision. Under no circumstances do favorable reference reports make a thorough study of the home unnecessary.

As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked. References frequently are unfamiliar with the foster care program, its requirements and objectives. Sometimes it is found that references, when personally interviewed, state frankly that they tried to say the thing which would help the applicant secure the license and have either disregarded or been noncommittal concerning matters which would definitely affect the care of any child in the home.

#### IV-350 LOCATION OF HOME

IV-350

The home should be in a residential or rural district. Homes in commercial or industrial districts may be approved if there are adequate safe-guards against traffic and other hazards.

In rural areas the home must be in a district where children of school age can attend a school which is reasonably accessible; where medical care is accessible, and where children have opportunity to associate with other children and participate in community activities.

#### IV-360 FLEXIBILITY IN APPLICATION OF PHYSICAL STANDARDS

IV-360

It is recognized that in some areas the prevailing standard of housing in the community may be sub-standard because of an acute housing inadequacy, climatic conditions, or other reasons. In such instances, a realistic modification of the following housing requirements may be necessary in order to secure any licensed foster homes. However, no home should be licensed where life or health hazards exist.

#### IV-370 COMPLIANCE WITH STATE LAWS

IV-370

Homes shall conform to state laws, and regulations with respect to housing, sanitation and fire safety.

belidies, consequences, diet, etc. respect the costain belief and be anservent of his religious training of he

169290

....

case and selected and a reserve of turniched.

the same straighters. University is transmissione de feveralis reference reports mane a thereugh study of one estituted indication for the worker and an aud in reaching a decicion. carried a station of the home are reserved to cound. They are, they fore, of and the same of the service that the second constant pathered through a thermy, have on Lieung' spe Agrae of a religious to to corresponde and give

the writer which while definitially a loss and her par enty child in the name. secure, the license one have effice where space of Seen noncommittel concerning state thank that they tried to any and there union yould help the applicant orded: Ives. Sometimes it is Trues come reversions, when personally interviewed, States of an unfamiliar with the forces of my program, its requirements and the applicant of the part of the management and he be evenlooked. Reference At an and investigations, the peneability of prejudice for or against

#### 74-720 TOOTEN OF THE

IV-350

eminds explined trestate and other in property constroist or industrial diacricity and to constrain it there are accounted gafe-Inc type chould be in a residential or much district. Beass in

guildren and participate in commutify described. ware to accessible, and where falleron are appropriately to associate with other school age can attend a school which is assessably accessible; where medical In rural areas the loss west to a district where children of

#### SCENELLINY IN APPLICATION OF FRESIOAL STANDAPOS 008-10

IV-360

menten hamarde extet. ong transport forcer comes. Morever, no more apport by Licensed where life or the following bousing requirements of a secessary in order to secure Standio conditions, or other reasons. In two instances, a realistic modifice-\*Abunbapeup Sulambu atnos us to someost prepuera-dus of Ken Kilumeron and the It is recognized that in some ereas the prevailing standard of housing

#### CONTINUE BLUE NOTES THAT

IN-370

despending itation and fire rule p. cros shall confurm to grate fove, men regulations with respect to

SERVECTHERS WERE

TOTAL TOTAL TOTAL

IV-400 AIR SPACE AND VENTILATION - TWENTY-FOUR HOUR CARE (Including Parent-Child Boarding Home)

IV-400

In twenty-four hour care, a sleeping room to be occupied by one person only shall provide at least 630 cubic feet of air space and 16 square feet of window space; dimensions of sleeping rooms accommodating two persons shall provide 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet.

For three or more persons, 500 additional cubic feet per person shall be provided. Floor space must be sufficient to provide three feet between beds.

The State Housing Act sets up differing requirements for various buildings, depending upon the occupancy and date of construction. The requirements for dwellings in the Housing Code are not operative in unincorporated areas, and the requirements for certain other kinds of building in unincorporated areas may or may not include the foster home. The term "dwelling" as used in the Housing Code has a technical meaning, and all boarding homes may not be classified as dwellings. Because of these technicalities, the cubic air content of sleeping rooms as stated above has been selected as a guide for sleeping rooms for twenty-four hour care (based on Secs. 16052, 17705 and 17706 of the State Housing Act), and some flexibility may need to govern its application.

In a problem situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the recommendation of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be consulted; where there is no local inspector available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.

(See appendix regarding enforcement of State Housing Act.)

IV-410 AIR SPACE AND VENTILATION - DAY CARE

IV-410

In day care, each room used for rest periods must have sufficient outside windows for adequate ventilation and sufficient floor space to provide at least three feet between beds. No specific cubic air content is prescribed for day care.

IV-420 SLEEPING ACCOMMODATIONS (ARRANGEMENTS, FACILITIES) TWENTY-FOUR HOUR CARE

IV-450

1. Use of bedrooms. Children shall sleep in bedrooms. No foster child shall sleep in a detached building or in an unfinished attic, basement, stairhall, or room commonly used for other than bedroom purposes, and an own child shall not be displaced and made to occupy such sleeping quarters because of the presence of a foster child.

11. 1

officers to the season of a season of the se

the control of the persons, has saditional cubic forther personances.

the Tourist Act sets a string requirements for verious sets a string requirements for verious sets as a sequirements for verious and the construction. The requirement of the double of the set of an uninterpote and the construction of the construction.

roblem situation water or neity is a point at issue between the second of an interpretation with the placed on the recommendation of the interpretation of the placed on the recommendation of the interpretation of the second particle of the second particle of the second particle of the second particle of the second s

( See appendir reserving enforcement of State Honsing Act. )

## ALE SEACH AUD VENTILACION - DEY CASE

IATHIO

in day care, each room used for rest periods must have sufficient contains a transfer at subside a transfer to provide at test to be a few or being the specific cubic air content to prescribe the least law.

richett. andr grenderet diversare promine at the breasure of the

TO THE STATE OF TH

71-170

Character and MALE Confidence Little Confidence

(Southern sextimed on New (1920)

IV-420 (Continued)

IV-420

Some modification in the requirements of bedrooms, and use of other buildings may be allowable in the boarding home with an expanded summer program provided adequate supervision and privacy are maintained, and other requirements are met.

- 2. <u>Supervision</u>. Children must be under close supervision and within call of an adult at night.
- 3. Privacy. Sleeping arrangements shall make provision for privacy.
- 4. Sharing bedroom. Children of the opposite sex over five years of age shall not share a bedroom.

Children over one year of age shall not sleep in the same room with the foster parents.

In general, children shall not sleep in the same room with an adult. The difference in hours of retirement and consequent disturbance of sleep make the sharing of a sleeping room with an adult undesirable.

- 5. Individual beds. Children shall have individual beds. A double bed may be occupied under emergency conditions and for a temporary period only, by two brothers or two sisters of suitable age (not infants) when no health, behavior, or other reasons exist to make this undesirable, and when special permission has been given by the licensing agency. Health reasons make the use of double beds for children undesirable and this is just as true for siblings as for unrelated children.
- 6. Distance between beds. Beds shall be three feet or more apart.
- 7. Equipment for beds. Each bed shall have a good spring, a clean comfortable mattress, and adequate bedding. For infants and bed wetters, rubber sheeting or a satisfactory substitute shall be provided.
- 8. Bunk beds. See Sec. IV-440.

# IV-430 SLEEPING ACCOMMODATIONS - DAY CARE

IV-430

Children must have individual cots or beds for rest periods.

Beds used by members of the household shall not be used by children for rest periods unless special permission has been given by the licensing agency and clean covers are placed over the full length and width of the beds.

Each bed or cot shall have clean, adequate bedding. Each child must have his own bedding which is not used by any other person. For infants and bed wetters, rubber sheets or a satisfactory substitute must be provided.

and relification in the requirements of bedrooms, see an of other class of the constant of the plant of the constant of the plant of the constant of the const

- (a) Physic salegy. On the contract to under close supervision and equals: control of an adult at algebra.
- i. Triang. Moraing arrangements anall make provision for privace.
- \*. The proof of the opposite sex over five general of the opposite sex

And the come year of ear small not sloop in the same room (

- eral, children must not along in the same room with manage. The difference in cours of relirement and consequent coursect of a sleep max the manages of a sleep max the manages of a sleep max the manages and standard and same room with maximit and same because.
- 0. Plainne between here, were much be three feet or some apart.
- 1. Antiquent for begg. Sect the shall nave a good apring, a clean confortable martress, the abstante badding. For infants and had wetters, rubber sacrting or a satisfactory substitute shall be provided.
- g. Shek balls. See door meeten

# terple Effektiv kololyotyetter - yt 1984

24.777.70

Challera andre three today and cone or begge for more perfects.

oranch are come posses for beauty or a second or for the first subsection of the figure or a second or the figure of the figure

ក្រស់ ស្នេត្ត នេះ នៃប្រុម្មភពសភាពខ្មែល បាន ។ បានរួមប្រែក្នុងនេះ ១០១៩ ខែក្រុង ប្រែក្រុង ១៩ ប្រុស្មានប្រើ។ ១០៤០ បន្ទេស សុខា ១៩០៤ ស្ថិត បានខ្មែល ខ្មែន ១០៩ ១៥៤៩ នៅ ១០៩ ១០៩២ ១០៩២២២ ១០៩២២២ ១០៩២២២ ១៩ ប្រុស្ធានប្រឹក្សា ១២៩ ១០៩ សុខាទ្ធិសុខានា ខ្លាប់ សុខា ១០១៩ ២៤១៩ សុខានា ១៤២២១ សុខានា ១៩២២២ ២០៩២២២ ១៩ ប្រុស្ធានប្រុស្មានប្រុស្តានប្រុស្

( not ton come toned on Born Tolk)

SISK-CALTRONE LA DE LA COMPANION DE LA COMPANI

# STANDARDS FOR BOARDING HOMES FOR CHILDREN AND APPLICATION OF STANDARDS

IV-430 (Continued)

IV-430

IV-430

Beds must be at least three feet apart. Regarding bunk beds, see Sec. IV-440.

During rest periods, children must be under close supervision and within call of an adult.

IV-1440 BUNK BEDS

IV-440

No bunk beds with more than two tiers shall be used under any circumstances for the care of children.

Two tier bunk beds shall be allowed only when the following requirements are met:

- 1. Beds must be so constructed and equipped as to offer comfort, sanitation and convenience.
- 2. There must be sufficient ventilation.
- 3. Children under eight years of age may occupy only a lower bunk.

In general, the use of bunk beds is considered inadvisable for safety, convenience and health reasons.

Life hazard exists for the child in an upper bunk in case of fire; and for children who are restless or apt to walk in their sleep, or who are subject to enuresis, an upper bunk is undesirable. Care of a sick child in an upper bunk is difficult.

In addition to inconvenience to the foster mother in making and caring for the upper bed, bunk beds tend to increase the care and responsibility of a foster mother when insecure, emotionally disturbed, or very small children are cared for.

An additional reason for the disapproval of bunk beds has been the tendency to overcrowd bedrooms because of the saving of floor space made possible by using beds placed in tiers.

# IV-450 ADEQUATE SPACE AND FURNISHINGS

IV-450

The home shall have sufficient room to accommodate children in a comfortable and sanitary way.

Rooms must be comfortably furnished.

Provision must be made for the proper care of the clothing and personal belongings. The foster child should have some place of his own to use and care for.

There must be adequate provision for the proper care and protection of food.

SDSW-CALIFORNIA BOARDING HOME MANUAL

Issued August 23, 1946

NOT THE REPORT OF THE PROPERTY SOURCESTIMES AND APPLICATION OF LITTLE OF THE SALES

bulk the proper somet throw feet another important bulk to each way

her second again as the four of them so that the properties of the second second that the

so were the more than two there small be used under any then some the small be used under any then.

servers and the same shall be allowed only when the following regula-

Select the So so constructed and soulgood as to offer confort, specification and conforted.

2. For a much be sufficient resignation.

. Prikitok undor skill warn as one engroung only a lover bulk.

in constitute the case of many ment is trasfacted instrincial for sefety, convenience and health consons,

this meant where for the sense is no agree of a highway of first and the control of first and the control of the control of the control of a sense and abbreau and the control of a sense and the control of a sen

As addition to in accommon to the featur mother is reming and caring for the upper sed, bund tous send to make the care and responsibility of a mater about the language, every small children ere care for a very small children ere care for.

An additional reason for the ulamproval of bunk bedaring been too londonay to overstood betrooms because of the asylag of floor space made possible or using oeds placed in them.

STAND THE STAND WIND SERVICE STANDS

Marke are matt

TO THE PROPERTY OF THE PARTY OF

Comment.

The some class parts apolitical energy and the section of the calless of the contract of the contract of the contract of the calles of the contract of the con

ground many gas perchanged by LANGERS

e includes the contract contractor and the property there is an expensive the contract and presents.

; (acor teams compared products of constable to the program of the product constable constable to the production

THE PROPERTY OF THE PROPERTY O

### IV-460 HOUSEKEEPING STANDARDS

IV-460

The home shall be clean and reasonably orderly.

The home shall have a home-like atmosphere and give evidence of comfortable use. In a home where there are no children, the attitude of the foster mother towards the disarranging activities of her friend's children when visiting the home will give some indication of her probable attitude and flexibility in the care of foster children.

## IV-500 FIRE SAFETY

IV-500

Fireplaces and open-faced heaters shall be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors.

Refer to Chapter V, Case Processing, Sec. <u>V-310</u>, regarding fire safety clearances.

## IV-510 PROTECTION FROM HOME ACCIDENTS

IV-510

Measures shall be taken to protect children from home accidents which might result from slipping rugs, unguarded stairs, improperly cared for electrical equipment, disinfectants, ant poison, fish ponds, etc.

If small rugs are used, pads shall be placed under the rugs in order to prevent slipping.

Fish ponds are never advisable where babies or other young children are cared for.

Electrical appliances must be kept in good order.

Handrails should be on stairs if used by young children.

Brooms, sweepers, mops, and boxes for children's toys must be adequately stored when not in use.

Disinfectants, cleaning solutions and poisons shall be stored in such a manner that children do not have access to them.

In the boarding home with an expanded summer program, boating and swimming activities must be supervised by a person trained in American Red Cross life saving course or the equivalent.

### IV-520 OUTDOOR PLAY SPACE

IV-520

The home shall have yard space sufficient for a home playground. For toddlers an enclosed yard is preferable; if not enclosed, supervision to provide adequate protection at all times shall be given.

THE STATE OF THE SECOND PRODUCT OF SECOND SE

TO THE CONTRACT OF THE PARTY OF

會學及學者外,但是學問者與影響的學問

ers with heart he aloan my barrogapth absorpt-

for any source of the policy amounthere and gave ovidence of conformal and a second of the contraction of the attitude of a respective of the configuration of the freezelous attitude of the contraction of the contracti

11-10

The terms and open-faced neathers and be protected by aprove.

May to the ter Y, Case Processing, Sec. 1-316, regarding thro

#### CAMPAGE TO THE STATE OF THE STA

Done

sparance statis on themse to provert children from nome accidents which that require from slipping room, unguested or leg improperly cared for electrical approvers, districtants, and points, tieb cones, etc.

If ancell rugs are used, pads shall be placed under the rugs in order to present alipping.

Fish pouce are never advirghte where tables or circr soung children are cared for.

Blootrical applications must be says in good order.

Handralls should be on stairs if used by young children.

brooms, sweepers, mops, and boxom for children's tops must be ade-

Disinfactation of noting solutions and politics comit be showed in such a manage fort children to not researche to those

In the boseling comments, or expended once a signification in the first for the fact of the comment of the comments of the com

the Committee of the second se

U. 250 DESERVE SERVE DEVE

127 250

Troughe squares brogoness as and property as the company of the co

The second of th

No. of

TOTAL TOTAL STREET

IV-550 <u>DIET</u> IV-550

The diet shall be nutritious, adequate, and suitable for children of various ages. Meals shall be served regularly.

In day care the foster mother should discuss with the child's own family the food served in his own home in order that this may be properly supplemented at the noon meal. The meals served in the foster home offering day care usually provide one-third of the child's needs, or more if a midmorning or mid-afternoon meal is served.

The SDSW furnishes, free of charge, leaflets regarding food needs of children of various ages.

Formulae for infants must be prescribed by a physician, preferably a pediatrician, and must be followed carefully.

### IV-560 MILK SUPPLY

IV-560

Unless only commercially pasteurized milk is used, the milk supply shall be from a source tested and found free from tuberculosis and undulant fever, and shall be home pasteurized.

Freedom from tuberculosis and undulant fever is not an alternative to pasteurization. Pasteurization of milk is required in addition to other precautions because milk may become contaminated and a source of infection other diseases.

The SDSW furnishes, free of charge, instructions for home pasteurization of milk.

#### IV-570 HOME CANNED FOODS

IV-570

Because of the danger of food poisoning, all home canned foods shall be processed in accordance with acceptable procedure for the proper home canning of food.

A bulletin concerning safe and acceptable methods of home canning is obtainable from the University of California Extension Service, Giannini Hall, University of California, Berkeley, or from local home demonstration agents.

The State Department of Public Health has called attention to the dangers of eating improperly home canned foods because of the danger of "botulism", a highly fatal poison which may germinate in the airless interior of a sealed can or jar. Housewives who have the use of a steam pressure cooker and who have the technical knowledge concerning proper temperatures and the period of heating required for different foods and different containers may use this method of canning with safety.

TO MOTORCIATE OUR NAVOLEND TOA SELLE SATO FOLK e by floke Jeak off on the control of the state of Ly Child Drien beyold the control one i late i tratw garoail liruna denine meda. . The second and the el. Charles de la compania de fontal de compania de co o to the description of the englishes regarding from survey to the survey of the surve r infants control of the following and the state of the section of . It be followed and the . 7 .. 77 ess only community ment mainth of the is used, the supply of the supply some a source and all supply of the supply of ovidentities as the virgorian in all and algorians and arterians. -crop remains of modelines of berisper of which to modeline believed and issued as the compact a . opmassile v. -me to deep constant value of the section of the section of the content of the section of the se 077-71 HOLE CLIMING IN 229 Hada about bourse each its distancing book to august the terrors. to the end the accordance with acceptants procedure for the proper home can-

Cross or constant sale and acceptable methods of home canting is from four for the Hall. Cross of the Manda Sareign Sareign Andl. (1987) of the Manda Sareign Sareign Sareign.

THE WAS CALLED BY THE PROPERTY OF THE

NECKARION

IV-570 (Continued)

IV-570

Cases of botulism reported by the State Department of Public Health have involved thirty-two kinds of food, including eighteen vegetables, six different meats and cheeses, three kinds of fish, and five varieties of fruit. Home canned vegetables, meat or fish should not be eaten even in tiny amounts without boiling the food for at least fifteen minutes after removing it from the container.

### IV-600 NUMBER OF CHILDREN FOR WHICH HOME MAY BE LICENSED

IV-600

Since the foster home is primarily a family home, the number of children in the home under sixteen years of age, including the children of the foster family, shall not exceed six, except with special approval of the SDSW or the accredited licensing agency. This applies to both 24-hour care and day care. The number of children under sixteen years of age in a parent-child boarding home shall not exceed six.

The physical limitations of the house, as well as the ability of the foster mother, will determine the maximum number of children for which the home may be licensed.

Boarding homes for day care or 24-hour care (but not parent-child homes) may be licensed for more than six children, but not exceeding fifteen, for 24-hour care and ten for day care, if housing is adequate and the foster mother is considered capable of giving adequate care to the larger number. The larger number of children places additional burdens and makes further demands on the foster mother, which may result in inadequate care if the foster mother is not unusually capable. The acceptance of a larger number of children tends to nullify the home-like characteristics of the home and make for greater routine, thus approaching institutional life. Under such circumstances there is a loss of individual care and attention for each child.

In the boarding home which operates an expanded summer program, consideration shall be given to the effect of the summer program on the adequacy of care for children accepted for year-round care. Provision shall be made for planned activities to make the summer experience a profitable one, and there shall be enough assistance for the foster mother to insure proper direction and care of the children and adequate assistance in maintaining the housekeeping activities at the home.

### IV-610 LICENSING OF HOME FOR SPECIFIED CHILDREN

IV-610

Homes which do not meet the standards, but which offer assets (advantages, values) to a particular child, or children, may be licensed for the care of that child or those children only.

Foster parents who have been closely associated with a child and his own parents over a period of years may offer the child more security than would foster parents who are strangers, even though the one home may not be considered satisfactory for other children, and the other home meets all

of the orderate of the parties of a parties of a parties of the pa

description of the control of the State Description limits described the control of limits described the control of the contro

CERSEOTE SE YAN MICH HOLLY TON THE BIRDERED

BARNII

013.7

Lose is primarily a family hame, the number of the sixtest of the children of the special approval of the SDEW color to both special approval of the SDEW color to both special color one that colors of approval of a parent-child colors of the special approval of a parent-child colors of the special of the special colors of the sp

control of the sold of the second as the ability of the sold as the ability of the control of the sold of which the control of the sold of

conding bonds for day care by this conditions, intend (but not parent-child condition) can can end ton for any cane, if coasing is not exceeding fifteen, for the care can end ton for any care, if coasing is elegante and the freeze number.

I this result of children places additions but are and cakes furtion device on the formation device on the following the following reality and any conditions of a larger maker of intidion to the case printer of intidion to the case with a larger maker of intidion to the case of the case and sake for greater to the case that of the case and sake for greater that the case of individual core and attention for each other case there are and also the case of the case of the case there are the conditions of the case of the case there are the case of the case and attention for each coal case there are and attention for each coal case and attention for each coal case.

in the boarding hose which operates an expansed summer program, expensionabline and he given to the expension of the summer program on the appropriate for children econopted for jear-round care. Provision shall be expensed approximately a profitable and there expendence a profitable and there shall be expense that the forther forther to have a first direction and care of the base of the forther direction and care of the the forther allowed the care of the forther additional to hand the hours of the forthere and the forthere are the forthere.

CONTRACTOR OF THE SECOND S

to the eventure appear of hills that to each aut

refused matte daging the carrierady and structured action of matter of an element

in in language of the contract the contract of the contract of

The state seed waits will been problem to be not read the transfer of problem.

the art of the property of the contract of

BACK THE PARTY OF

entre de la companya de la companya

IV-610 (Continued)

IV-610

requirements for licensing.

A home which had cared for a child for a considerable period of time prior to coming to the attention of the licensing agency may at the discretion of the licensing agency be licensed for the care of that child only, even though the home may be below standard. It may be unwise to disturb the living arrangement of the child by denying a license. The emotional security of the child as weighed against the factors which make the home substandard must be carefully considered.

## IV-620 AGE AND SEX OF CHILDREN

IV-620

Age and sex of the children for which the home is to be licensed shall be determined by consideration of the sleeping quarters and other factors affecting the safety and welfare of the children.

The age and sex of children for which the home is to be licensed requires careful consideration and discussion between foster parents and the worker. The home may not be suitable to care for both boys and girls. The home and foster parents may be better suited to the care of adolescents than of young children, or vice versa.

## IV-630 INFANT CARE IN BOARDING HOMES

IV-630

The number of infants under two years of age, including infants of the foster mother's own family, must be strictly limited. More than two infants under two years of age, or other children in addition to the two infants may be cared for only if there is regular and adequate assistance in either the care of the children or in household duties. However, no more than four infants may be cared for in any home at any one time except under unusual circumstances and with special approval of the SDSW or of the accredited licensing agency. The number of infants who may be cared for in one home is restricted because of the need of infants for individual attention, the difficulty for one person to care adequately for many children of that age, and the health dangers present in the care of infants in any large number.

An infant can develop fully only through a relationship of affection with his mother (or one person who regularly stands in place of the mother). It is only through the cumulative daily detail of small acts making up the mother's care, through which the mother expresses her affection for the child, that an infant can develop the capacity to give and receive affection so important throughout his life. The effect on infants of group living in which the child is deprived of this relationship, has been seen in slower mental development, social ineptness, weakened initiative, and damage to the child's capacity in future life to form satisfactory relationships. When some form of care away from the mother for part of the twenty-four hours is necessary, foster family day care more nearly meets the infant's needs thangroup care. This form of care provides opportunity for "mothering" and for continuance of some of the child's daily routine and experiences under

015.07

. The same of the boundary to get

TibereSiero willituteo

out in dies elderabioso a rot bline for a dies elderabies actions of the formation of the desired actions of the desired action of the desired actions.

The distribution of the desired action of the desired actions of the desired

when the control of the spirite and tours. The exectence of the second of the control of the con

CESTALINO, TO COMPANY OF THE SECOND

COB-TI

est of the children int with the mome is to be licensed and the state of the first of the first

end sex of the sex of children for which the home is to be licenced required to the consideration and dispussion is tween foster parents and the sound.

The continuity parents only be extended to ence for both boys and girls. The continuity parents that the continuity parents that the content of adolescents that the content that content the con

17-630

CANA CICCIOS DA BEAD TOAREL ORS-VI

les mader of infants deler or gane of age, including infants of the force of motion to structure of the family. The force of motion of the infants force of the cally if there is a milder in a clitten to an advantage of the structure of the callest of the structure of the callest of the infants of the callest of the age of the structures and with appetal appround of the Show or of the accredited conting agency. The number of transaction of the callest of the callest of the callest of the structure of the number of the structure of the structure of the callest of the diffication of the structure of the diffical the callest of the callest of the diffical the callest of the the callest of the darket of the callest of the

An infert converse fully only through a relationship of afformation his not converse who regularly otends in of an electric transfer two daily detail of the entire daily detail of the cotner.

At the converse walls the retion expresses in the formation of the contract o

enter de la companya Companya de la companya del companya de la companya del companya de la comp

Administration of the Control of Section of the Section of the Control of the Con

(Section Continued on Mark That)

CONTRACTOR OF THE PARTY OF THE

IV-630 (Continued)

IV-630

conditions similar to those in his own home. It also involves less danger of exposure to infection than does group care.\*

The amount of assistance which the foster mother should have when the number of infants exceeds two, or when there are other older children in the home, will depend on such factors as these:

- 1. Capability and managerial ability or past training and experience of the foster mother. Individuals vary greatly in their organizational ability and hence some individuals will require less assistance than others. Some foster mothers may be registered nurses whose training would be a decided asset.
- 2. Extent to which certain household routines are shared by others in the family. For example, the foster father might, in some instances, be regularly assuming responsibility for certain household duties such as marketing, laundry, gardening, or even some aspects of cleaning; or there may be other adults or even adolescent children who are regularly assuming considerable responsibilities for maintaining the home.

The determination of the need for additional assistance in the home will, therefore, mean thinking through and discussing with the foster mother the pattern which will be followed in caring for the children, and maintaining the home. The number of children for which adequate care can be given will be determined by the assistance to be regularly available.

# IV-640 MENTALLY DEFECTIVE AND EPILEPTIC CHILDREN

IV-640

Mentally defective or epileptic children shall not be accepted in foster homes caring for mentally normal children.

Homes which give care to the mentally defective child, the mentally ill child, and the epileptic child, for compensation, are under the jurisdiction of the State Department of Mental Hygiene.

Children with cerebral palsy but of normal intelligence may be cared for in homes under the jurisdiction of the SDSW. Special difficulty exists, however, in determining the mentality of such a child, for whom ordinary means of determining intelligence are not applicable.

No final definition has been worked out as to what constitutes a subnormal child. In general the distinction should be made on the basis of the child's ability to get on satisfactorily with normal children in a regular school room. An important criterion should be the social adjustment of the child. A mental rating is not the sole basis on which a child is considered

<sup>\*</sup> Acknowledgment is given to the U. S. Children's Bureau for these statements.

IV-640 (Continued)

IV-640

subnormal, as children make varying scores in mental tests. Psychometric examinations may be requested in borderline cases in order to have some objective findings on which to help base a decision.

In unusual circumstances the SDSW or the accredited licensing agency may permit the care of normal and mentally deficient or epileptic children at the same time, but the home must be referred to the State Department of Mental Hygiene for license to care for the mentally deficient or epileptic children. There may be instances of children of the same family, one of whom may be mentally deficient, where the best interests of all the children make it advisable to keep them together in one home, at least on a temporary basis.

### IV-650 ADHERENCE TO LIMITATIONS OF LICENSE

IV-650

In accepting children for care, the foster mother must keep within the limits of the license issued her. The license specifies the number, sex, age and other limitations as to the children who may be cared for.

If the foster mother wishes to accept a larger number of children before the expiration of her license, she may do so only if the licensing agency modifies the license.

Willful and recurrent acceptance by the foster mother of more children than she is licensed to care for may be cause for revocation of license.

The steps taken to correct the problem of overcrowding will depend on the reasons for its occurrence. Because of too few foster homes available, and the urging of parents and agencies, the foster mother may have exceeded the limitations of the license in good faith.

### IV-700 HEALTH AND MEDICAL CARE

IV-700

1. Preadmission and annual examinations. It is desirable that foster parents accepting private placements from parents or placements from agencies require that each child have a physical examination, including laboratory tests where indicated, before admission to the home, and be re-examined at least annually. This is especially important where several children are cared for. If preplacement examination cannot be secured because of some emergency, the examination should take place within twenty-four hours. This procedure is a protection to foster parents and to other children in the home.

The foster mother should be supplied with information on present health of the child, and any particular medical or health problem such as allergy, etc.

OBJECT OF THE SECRETARY OF THE PRODUCT OF THE PRODU

(100000000) 08-71

049-48

edisconstant de la subject indexe verçubre acomo de l'article de l'estre. Particle de l'estre edisconive edisconive de l'article de l'estre de

to describe the control of managers and the control of the control

THE OWNER OF THE PARTIES OF ATTEMPT OF THE PARTY.

GC 0=1/3

in secretical children for core, the feeter making and entry of the the limits of the combett set, the limits of the combett set, the limits of the combett set, and other limits when the the whildren who say we think for

offers the traces of the places to estars a larger ducker of abilities of the estars the entraction of not license, the may do so only if the licenseling expanse notified the license.

Aids were to remote reduct of our directs described the initial to the court will be estimated to the court will not be used to be and the court will be estimated to the court of the cour

The elegatement to control the protes of crosservating will depind on the respect to the control of the respect to the control of the first to the control of the control o

COLUMN SERVICE AND PERSONS CONT.

लेख = १६

Waller total alternatively as all translations are senting as a second at the control of the con

Two foctor server evenist be everified with liverediction of problem health of the child and any profiledor selfed of reares problem while as allered, ofte

(Southern Good Breed on Hors Figs)

IV-700 (Continued)

IV-700

It is desirable that health clearance, information and specific instructions from the physician or clinic for home care and return visits (or continued medical supervision) be given to the foster mother in writing. This procedure furnishes the basis for intelligent follow-up care.

Many communities may have facilities available through the local health department for physical examinations for children where care through a private physician is not given.

- 2. Immunization. All children should be immunized against diphtheria, and vaccinated against smallpox; children under six years of age should be immunized against whooping cough. Many communities may have facilities for immunization and vaccination available through the local health department.
- 3. Infants. Infants should be under continuous health supervision and should be seen by a physician no less than once a month. Well baby clinics may be available for health supervision or the infant may be under the care of a private physician.
- 4. Arrangements and consent for medical care. The foster mother should have a clear understanding with the person or agency responsible for the child as to the person to be notified in the event of accident or illness of the child, arrangements for medical care, and attendance of small children at well baby clinics. The foster mother should secure from the parent or other person responsible for the child a signed medical consent form to make possible emergency medical and surgical care in case the parent is not immediately available. (Sometimes this consent form is secured by child placing agencies and held by them.) A suggested wording of the signed consent is as follows:

"I,to call a physic	ian for medical or surgical care for my child,	_
	, should an emergency arise where	1
such service is	indicated.	
to notify me or	that a conscientious effort must be made my, before such action is	
the expense of t	t is impossible to locate me or my his service will be accepted by me.	-
	Signed:	
	Date:	
Witness:	ll .	

Supplies of such a form (Form BHC 51, Parent's Signed Consent for Emergency Medical and Surgical Care) are furnished, free of charge; by the SDSW to accredited licensing and inspection agencies.

IV-700 (Continued)

IV-700

5. <u>Isolation</u>. Any child showing signs of illness shall be segregated immediately from other children. This is essential until the nature of the illness has been determined, or until the child is over the infectious stage of his illness.

# IV-750 TRAINING IN PERSONAL HYGIENE AND CLEANLINESS

IV-750

Each child must have his own individual comb, toothbrush, towel, washcloth, and other necessary toilet articles, and shall be trained in their proper uses. Training in personal hygiene and cleanliness shall be given.

### IV-800 HOME DUTIES AND WORK HOMES

IV-800

Children shall not be required to do work other than simple home duties which do not interfere with school, health, or necessary recreation. These tasks include the assistance a boy or girl would normally render in his own home, and the training a child would thus receive in the care and maintenance of the home, garden, livestock, etc.

Older children (ages 14 to 16 years), earning their maintenance in a boarding home may be employed only as permitted under the Education and Labor Codes. A work permit is required before a child may be employed. Such a permit is issued by the School Department.

Employment of minors, 14 and 15 years of age, is restricted to employment after school hours and on non-school days. In domestic and agricultural labor as well as in other employment, hours are restricted to a daily maximum of 8 hours, including time spent in school, and a weekly maximum of 48 hours.

(See Appendix for digest of child labor laws and complete information.)

#### IV-810 SCHOOL ATTENDANCE

IV-810

Children shall attend school as provided for under state law. Children should be encouraged to obtain the maximum amount of education possible in keeping with their ability and in consideration of possible future vocations.

#### IV-820 FINANCIAL ARRANGEMENTS FOR CARE OF CHILDREN

IV-820

Foster parents should make definite arrangements before placement, with the parents or agency responsible, regarding payment for care, clothing, medical and dental care, personal effects, school expenses and allowances.

IV-830 DISCIPLINE

IV-830

IV-830

Corporal punishment is not permitted. Corporal punishment may not be administered by any foster parent even though the child's parents may have given consent.

Foster parents should consult the licensing or child placing agency for assistance in problems of behavior of children.

The attitudes and behavior of the foster parents play an important part in the behavior of the child. If the foster parents are consistant and reasonable in their requests, give explanation for changes, offer the child dual choice and keep promises, the child will usually respond in an acceptable manner. The foster parent who demonstrates sincerity, honesty, reliability, and a genuine interest and affection for the child, can contribute greatly toward influencing a child toward acceptable behavior.

The goal of discipline is to instill self-discipline rather than control through fear or blind obedience. It should be remembered that children are not good or bad, but are in the process of learning. It is necessary to know what is reasonable to expect children to do.

The aims of discipline are three fold: to help a child accept his responsibility to the group; to help him realize that others also have responsibilities and privileges; and third, to help him accept the fact that there are unpleasant and difficult things everyone must do at times.

Discipline, to be effective, must be fair, reasonable, and consistent, and must be related to the offense. Talking matters over with the child and explaining the fact that there are reasons why his behavior is unacceptable will not convince him that the reasons are sufficient to modify his behavior, but the fact that there are good reasons is a satisfying one to him. Also, the authority of a person who has greater wisdom and whom the child respects because the person loves him, is understanding and honest, exists as a positive force in the child's life.

The exacting of confessions, requiring of apologies, the humiliation of the child's self-respect and pride by punishment before others are not constructive factors which build self-control, but are destructive factors which arouse insecurity and antagonism toward authority. In attempting to secure a change in the child's behavior, it may be necessary to deny special privileges; punishment motivated by anger or revenge, and punishment connected with the functions of living, such as sleeping or eating, shall not be used. No child shall be punished by deprivation of meals.

IV-900 REGISTER

IV-900

The foster mother shall keep a register which includes the following information:

- 1. Full name of the child.
- 2. Last previous address.
- 3. Age.

## IV-900 (Continued)

IV-900

- 4. Nearest of kin.
- 5. Mother's maiden name.
- 6. Name and address of person responsible for care and maintenance.
- 7. Rate of care.
- 8. Date of removal of child from home.
- 9. Reason for removal.
- 10. Name and address of person making removal.

A record of the children cared for during the year is required before renewal of license is granted.

Maintenance of a register is necessary to insure that no child ever be left in a boarding home without proper means of identification. Supplies of register forms (BHC 50) are provided, free of charge, by the SDSW to accredited licensing and inspection agencies.

The licensing agency may also require foster mothers to make regular notification to the agency of the names of children, and the date upon which they were accepted, or removed from the home. The foster mother should require parents to keep her informed of changes in address, and how they may be reached during hours of employment.

## IV-910 DEATH NOTICES

IV-910

The death of a child shall be reported in writing to the licensing agency within forty-eight hours. The SDSW provides a form (BH 52) for this purpose.

## IV-920 NOTIFICATION OF ILLNESS

IV-920

Illness of a child shall be reported at once to the person or agency responsible for his care.

#### IV-930 CHANGE OF ADDRESS OR MANAGEMENT

IV-930

Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

#### IV-950 ADVERTISING BY FOSTER PARENTS

IV-950

Foster parents shall not advertise care for children until a license has been granted. They should exhibit their license to the newspaper office at the time the advertisement is placed.

#### CHAPTER V

#### CASE PROCESSING

### V-50 FOREWORD

V-50

The sections in this chapter apply to both accredited licensing agencies and accredited inspection agencies, unless otherwise indicated. For the sake of brevity, the two types of agencies will be distinguished as "licensing" and "inspection" agencies. The term "agency" or "accredited agency" will refer to both the accredited licensing agency and the accredited inspection agency. Inasmuch as the SDSW has direct responsibility for the issuance or denial of licenses to homes investigated by inspection agencies, the SDSW maintains duplicate case records for all such homes. The inspection agencies shall, therefore, prepare all forms, correspondence and reports in duplicate. At the time licensing review of such cases is made by the SDSW in the agency office, the duplicate copies are removed from the agency case record and become the SDSW case record.

### V-100 DUTY OF AGENCIES

V-100

An accredited agency shall accept applications for license in accordance with the agency's delegated responsibility, and shall act on such applications as rapidly as administratively possible.

## V-200 WHO MAY APPLY FOR LICENSE

V-200

Any person has a right to apply for a license, and such right is in no way contingent upon the availability of aged guests or children for placement.

### V-210 SUGGESTED PROCEDURE FOR INQUIRIES REGARDING LICENSE

V-210

Inquiries from prospective foster mothers and operators may come by letter, telephone, or visit to the office of the agency. Inquiries by mail or telephone may be answered by a letter which encloses a copy of the standards and the application forms. However, unless distance and transportation difficulties make it impracticable, the time of the agency is often saved by asking applicants to call by appointment at the office so that a complete initial interview can be held.

# V-215 SUGGESTED PROCEDURE FOR INQUIRIES NOT RESULTING IN APPLICATION V-215

A screening process begins at the intake interview at which time the applicant who cannot meet standards may decide not to file an application. (See Sec. V-240, Withdrawal of Application). Such an inquiry, which does not result in an application, should be recorded. The agency may wish to keep an index of such inquiries as a measure of work volume and an indication of the number of licensed homes which result from the total number of interviews held with prospective foster parents and operators. The SDSW does not require that statistics be submitted on these cases.

### V-220 UNQUALIFIED APPLICANTS

V-220

The applicant who does not qualify for a license but who wishes to file an application shall be given an opportunity to do so, and suitable action shall be taken on the application. An unlicensed foster mother or operator currently engaged in caring for children or aged and intending to continue this activity even though licensing standards are not met and a license cannot be issued shall be instructed to file an application upon which suitable action shall be taken.

## V-230 APPLICATION FORM

V-230

The appropriate application form (BHA 10, Application for License to Operate a Private Home for Aged, and BHC 10.1, Application for License to Care for Children) shall be completed and filed by the applicant. Inspection agencies must secure applications in duplicate.

It is desirable that the applicant's own statements in answer to the questions on the application form be secured. There shall be no change made on the application after signature. It is advisable that the spouse of the applicant for a BHC license also sign the application form if the couple are living together, as an indication that he concurs in the plan to care for children.

# V-240 WITHDRAWAL OF APPLICATION

V-240

An applicant may withdraw the application (new or renewal) at any time prior to the issuance of the license. The applicant's signature on the withdrawal of application form (in duplicate for inspection agencies) will serve to withdraw the application, or the applicant may request by letter that the application be withdrawn.

If the request for withdrawal of application is made by telephone, a letter to the applicant confirming this understanding will serve to withdraw the application. The inspection agency will notify the SDSW of the action taken.

If application is pending, a change of address or operator of a home results in automatic withdrawal of application. See Secs. V-640 and V-650.

An applicant who does not meet the requirements should be given the privilege of withdrawing the application.

# V-250 REACTIVATION OF WITHDRAWN APPLICATION

V-250

A withdrawn application may be reactivated by a written or verbal request from the applicant if there has been no change in address. Statistically, this becomes a new application.

# V-300 REFERENCES

V-300

Three reference reports shall be secured (in duplicate for inspection agencies), either from the persons listed by the applicant, or other references which the agency considers desirable. Forms are available for reference reports requested in writing (Forms BHA 20 and BHC 20); however, interviews with references are preferable.

## V-310 FIRE SAFETY CLEARANCE

V-310

The following boarding homes shall be referred to local fire departments annually for clearance before license is issued (Form BH 23.6 is available for this purpose):

## Aged Homes:

- 1. Boarding homes for the aged accommodating more than nine aged persons of the ambulatory type only.
- 2. Boarding homes for the aged accommodating non-ambulatory persons and accommodating more than six guests.

Homes for aged accommodating more than six guests should be referred for fire safety clearance if any guest (or guests) is non-ambulatory.

For the purpose of deciding upon referral to the fire safety authority, a non-ambulatory guest shall be considered one who is incapable of leaving the building without assistance of any type in event of an emergency.

3. Any aged boarding home which appears to present a fire hazard.

# Children's Boarding Homes:

- 1. Boarding homes for children accommodating more than six children for day care or 24-hour care.
- 2. Boarding homes for children (day or 24-hour care) located in Federal Housing Projects.
- 3. Any children's boarding home which appears to present a fire hazard.
- 4. In boarding homes with expanded summer programs, all temporary structures used in summer only regardless of the number of children cared for.

# V-313 CLEARANCE WHEN LOCAL FIRE INSPECTION UNAVAILABLE

V-313

Any boarding home for aged or children listed in Sec. V-310 for which no local fire inspection is available may be licensed without clearance. However, if it is believed fire hazards exist, the home shall be referred to the SDSW which will request inspection by the State Fire Marshal.

# V-316 DENIAL OF FIRE SAFETY CLEARANCE

V-316

See Sec. V-830 regarding action to be taken when the fire authority denies fire safety clearance.

# V-320 OTHER CLEARANCES

V-320

Clearances other than for fire safety, such as health or housing, which may be required because of special problems, shall also be on file.

# V-325 CLEARANCE WITH LOCAL HEALTH AUTHORITY - SUMMER PROGRAMS

V-325

Inspection should be secured wherever possible by the local health department of milk supply, refuse and sewage disposal, water analysis of swimming pools, general sanitation of premises, food preparation and storage in boarding homes with expanded summer programs. The guidance of the health department shall likewise be followed with regard to the adequacy of toilet and bathing facilities.

## V-330 HOME VISIT - NEW APPLICATION

V-330

The home visit and interviews with members of the family shall be completed.

In the case of children's boarding homes, it is advisable to interview all members of the household, especially both foster parents and the adult and adolescent children, to determine their attitude toward boarding children, and to evaluate family relationships. It is desirable that the applicants' minor children be seen in order to evaluate the relationship between parents and own children and the social and emotional adjustment of the children.

# V-340 INFORMATION AND INSTRUCTION TO APPLICANT - NEW APPLICATION V-340

Either at the time of the home visit or later when the license is issued, the standards shall be reviewed with the foster mother or operator. The requirements of a register shall be made clear, and forms for the register may be given to the foster mother or operator.

The purpose and use of a written consent for medical care shall also be discussed. It must be clear to the foster mother or operator that there shall be strict adherence to the terms of the license in respect to numbers, ages, and sex of children under care.

# V-350 PHYSICAL EXAMINATIONS - NEW APPLICATION - BHC

V=350

Physical examinations and reports on each member of the family are desirable, although not mandatory. See Sec. IV-190, Physical and Mental Health of Foster Family.

# V-360 INCOME - NEW APPLICATION

V-360

Income need not be routinely verified. See Sec. IV-220 for discussion of income for boarding homes for children, and Sec. III-870 for boarding homes for aged.

# V-370 REPORT OF SOCIAL STUDY OF HOME - NEW APPLICATION

V-370

The evaluation of the home shall be recorded.

The evaluation of the home and recommendations for licensing action may be recorded on the social study forms provided (BHA 21 and BHC 21). However, an adequate narrative covering the necessary points may be used instead. (Inspection agencies shall make this report in duplicate.)

# V-380 LICENSING REVIEW PROCEDURE (INSPECTION AGENCY)

V-380

When the study of the home has been completed and the report and recommendations are ready for licensing review, the SDSW shall be notified on the form provided for this purpose (BH 25). A representative of the SDSW will then review the case record in the agency office and if the report and evaluation adequately support the recommendation made, the duplicate application, the duplicate report of the home study, duplicate reference material, and fire clearance, and any other pertinent case material will be detached from the agency record to become the SDSW record.

When material on file is incomplete, unsatisfactory, or does not adequately support the recommendation made, the case will be discussed and recommendations made as to what further investigation or recording is necessary.

# V-400 ISSUANCE OF LICENSE (INSPECTION AGENCY)

V-400

The SDSW will issue the license to the boarding home operator or foster mother, and notice of such action will be sent to the agency. Information for the use of the operator or foster mother will be enclosed with the license, such as register forms, nutrition material, etc.

# V-410 ISSUANCE OF LICENSE (LICENSING AGENCY)

V-410

The license form (BHA 30.1, License to Conduct a Bearding Home for Aged People: BHC 30.1, License to Conduct a Boarding Home for Children) shall be completed in triplicate and the original and one copy shall be signed by the executive or the delegated employee of the licensing agency. See Secs. V-440 to V-430 for instructions for completing and routing of the license form.

# V-420 DENIAL OF LICENSE (LICENSING AGENCY)

V-420

When it is necessary to recommend denial of a new application or a renewal application, this action must be carefully discussed with the applicant and if possible, a plan and date agreed upon for the discontinuance of care to any children or aged guests in the home. The details of this arrangement, the discussion with the applicant, and complete information regarding reasons and facts substantiating the recommendation for denial must be recorded.

A written notice of denial shall be sent by the licensing agency to the applicant by registered mail. The reasons for denial shall be clearly stated in the notice of denial.

Whenever it is known that children or aged in the home have been placed by or through public or private welfare agencies (e.g. County Welfare Department, Probation Department, California Youth Authority, Catholic Welfare Bureau, etc.), notification of the plan to deny license shall be given to the agencies concerned.

ONE -- T

(AMERICA ROLLOW (ALLEGAMENT) (ALLEGAMENT)

COR-T

Then the grady of the how has been equal; end the spects and the recovered of the spects and the recovered for the leading cortes, the diff chaif to select the second test of the supersention of the SDV with the review of the case spects in the equal of the second test of the report the recovered the second of the case selection and a the following the following the factors and the factors and the factors and the case second test to force the second from the case second to become the CDCF record.

When autorial on Allo is incomplete, unsatterior, or does not support ad adequately support the vectors and the same will be discussed and recommendation throughout the same of recording is necessary.

(NORMA HOLLOHRIE) EMISOLI TO EDUATION

0.745

The SIM will issue the license to the bearing tone eperator or feater method, and method of much method will be sent to the agency. Information for the use of the operator or feater method will be enclosed with the license, such as revisted forms, mothides meterial, ste.

Value (Lighter of Lighter (Lighter) of/ar

0.045-7

The inverse form (AMA), it comes to income to food to find the state of the state o

(Apprey considered assessed as satisfice of the

08:447

6. W. Okakinest transcription and a located the design of transcription of the collinear following the collinear for the collinear following the colli

of wants and the seat by the seat by the allege of the analysis of the seather and the seather of the seather and the seather of the seather and the seather a

Menorati is la long of the contract of the contract of or or or or in the late late the local place of placed by or income until or private equilibre exception (e.g., length is later to be later to the later than to deep likewes the contract of the place to deep likewes short be given to the later or the contract or the place to deep likewes short be given to the later or the lat

## V-430 DENIAL OF LICENSE (INSPECTION AGENCY)

V=430

The same procedure is followed by inspection agencies, except that the agency shall notify the SDSW of its recommendation of denial and the SDSW will, if it concurs in the recommendation, send a letter of denial to the applicant, with a copy to the agency.

## V-440 EFFECTIVE DATE OF LICENSE

V-11110

No license, original or renewal, shall be issued or bear an effective date prior to completion of the social study.

A boarding home license expires one year from the effective date, unless the license is automatically cancelled by change of address, or is terminated by revocation, request for cancellation, etc. For example, a license effective as of 4/1/46 becomes void at the end of the day on 3/31/47.

The effective date of a license may be the date actually issued, or a subsequent date. For example: License expires 5/31/46; investigation completed 5/20/46, and renewal issued 5/21/46 bearing effective date of 6/1/46.

A license shall not be pre-dated to expiration date of previous license in those instances where the license has automatically expired and a renewal remains pending for a period of time.

## V-450 LICENSE NUMBER AND CASE NUMBER

V-450

Each license shall bear the case number and symbol (e.g. BHA, BHC) by which the boarding home case is identified. The case number and symbol may be used in lieu of license number, or, if desired by the licensing agency, both case number and license number may be used.

# V-460 LIMITATIONS - NUMBERS, TYPES, ETC.

V-460

The license shall specify the maximum number and the ages and sex of fester children, or the maximum number of aged guests to be accommodated at any one time.

For foster family day care homes the license shall state "For day care only".

When facilities are not adequate to care for non-ambulatory aged guests, even for temporary periods, the license shall state "Ambulatory aged only".

For foster homes which operate a summer program for a larger number of children on the same premisee used for year-round care, the license shall clearly state both the number of children permitted for year-round care and the number of children permitted for summer care. If the summer capacity cannot be or has not been determined at the time license is issued for year-round care, a new license shall be issued by the licensing agency to the foster mother authorizing care for the maximum number of children during the summer and winter.

# CANNER TO AND AND (THE MODERNON WELFICK)

08 H\_14

The same procedure is fellowed by ingrestion agreeiss, errors that the equaty chail settly the 2007 of the equaty chail actify the 2007 of the process and the filt is concern in the recommendation, each a letter of denial to the appliance, with a copy to the sevency.

C. H. ...

SUMPORT NO SERVE CALLANDS

OMMENT

le license, original or resorat, chall be incred or best on circulty into prior to completion of the social study.

A boarding home license expires one year from the effective dates unless the license is subsmatically cancelled by change of address, of is forminated by revocation, request for cancellabian, etc. In comple, a license effective as of \*/1/46 becomes veid at the end of the day on 3/31/47.

The effective date of a license may be the date matually includ, or a subrequent date. For example: License expires 5/51/96; investigation completed 5/20/46, and renownlikes 5/21/46 bearing effective date of 5/21/46.

A liveres anall not be pro-dated to empiration date of provious livered to these instances where the liveres nas expensity expired and a renewal resolute pending for a period of time.

# ERICAUM 1246 CMA REMARE ABILECTES 004

OWNER

Took license that took the case murker and symbol (e.g. BHA. BHC) by which the bourding hope each is identified. The case murker and symbol may be used in licensing aspacy, both ones murker and license murker mey be used.

# 1-160 LINERATION - INDEED THESE MIC.

DOULT

to men how seem and the remaining the markets to be accountable of the remaining of the rem

For forter frailly day care honce the license shell state "For day

When facilities are not edequate to care for non-valuatory and givets, even for temporary partods, the license shall etate "Achulatory aged only".

For foster homes which operate a murer program for alarger mutter of children on the seme premises and for reas-round care, the ideans small closely state to the indepensation of children permissed for reas-round care and the number of children permissed to summer capacity cannot or also not hear determined as the time licease is issued for reas-round care, and licease the issued for reas-round care, and licease the fine fine fine for reas-round care, and the care right to institute summer of children during the summer and rates.

(Seetion Continued on North Page)

V-460 (Continued)

V-460

For foster homes offering year-round care to less than fifteen children, including the foster mother's own children under sixteen years, and offering summer care to more than fifteen children, the licensing agency issues the license for year-round care. The SDSW will be responsible for issuing a license for the care of the additional children during the summer.

V-470 RELIGION

V-470

The religion of the foster home may be designated on the license, or this information may be omitted. Such designation, if made on the license, is not intended as a limitation but rather as a guide in making referrals or placements.

V-480 ROUTING OF LICENSE FORMS (LICENSING AGENCY)

V-480

The original license shall be transmitted to the foster mother or boarding home operator with any special instructions and material such as register forms and other pertinent information on diet, home pasteurization of milk, etc. (See Sec. V-340 for other information to be given foster mother or operator either before or at time of issuance of license.)

One duplicate of the license form or carbon copy of information contained thereon shall remain in the case record, and one duplicate copy of the license duly signed shall be sent to the SDSW at Sacramento.

Accumulated copies of licenses issued shall be sent to the SDSW not less frequently than once a month and all duplicates of licenses issued during the calendar month must be received in Sacramento not later than the tenth of the exsuing month.

V-500 RENEWAL CONTROL

V--500

After the license is issued the accredited agency shall enter the case name and expiration date of license in a control file in order that the case will automatically come to attention at least thirty days or other suitable interval before renewal is due.

V-510 RENEWAL OF LICENSE - DUTY OF AGENCY

V-510

Accredited agencies shall secure renewal applications and make renewal studies and reports as these become due. A boarding home license must be renewed annually and a renewal application must be filed each year. (W&IC 1624, 2304) Renewal investigation shall be completed as soon as administratively possible.

V-529 RENEWAL APPLICATION

V-520

Application for renewal of license shall be filed at least ten days prior to its expiration each year. (W&IC 1624, 2304) Foster parents and operators shall be requested to file a renewal application (Form BHC 11 or BHC 11.1). This request may be made during the thirty days before expiration of license or sooner. The request to file a renewal application may be by personal interview. However, the use of a form letter such as that suggested below may be more satisfactory:

V-520 (Continued)

V-520

If you wish to have your license renewed, please fill out completely the enclosed renewal application form and return it to this office.

If you are no longer interested in this service, will you please inform this office immediately."

V-530 FIRE SAFETY AND OTHER CLEARANCES (RENEWALS)

V-530

See Sec. V-310 for the classification of boarding homes requiring annual fire safety clearances.

See Sec. V-323 regarding other clearances which may be necessary.

V-540 HOME VISIT (RENEWALS)

V-540

If a home call has not been made within a reasonable period prior to the filing of the renewal application, a special renewal home visit shall be made at the time of renewal. If periodic visits have been made during the year in the supervision of placements in the home or in assisting the foster mother or operator in the care of the children or aged guests, and such a visit has been made within a reasonable interval prior to the expiration of the license, no special visit need be made for renewal purposes.

V-550 SOCIAL STUDY AND REPORT (RENEWALS)

V--550

The renewal evaluation shall be recorded.

Recording of the renewal evaluation may be made on the renewal study form (BHC 22 for BHC) or by means of a narrative.

The renewal study shall, when readily available, contain information from agencies or individuals who have used the home during the past year, as well as information gathered by the licensing agency during supervision of the home between the initial application and the renewal. The emphasis at renewal shall be an evaluation of the home in terms of service to the children or aged guests who have been placed there. Reports from references are not, however, required as in the case of initial applications.

The register of children (Form BHC 50) or aged (Form BHA 50) under care during the past year shall be reviewed to determine compliance with requirements concerning the maintenance of a register, and to determine adherence to the limitations of the license.

V-560 ISSUANCE OF RENEWAL LICENSE (INSPECTION AGENCY)

V-560

The licensing procedure is the same as for original applications. See Secs. V=580 and V=400.

V-570 ISSUANCE OR RENEWAL LICENSE (LICENSING AGENCY)

V-570

The licensing procedure is the same as for original applications. See Sec. V-410.

V-580 EXPIRATION OR LICENSE WITHOUT REAPPLICATION

V-580

Foster parents and operators shall be requested to file a renewal application prior to expiration of license. (See Secs. V-510 and V-520.) If application is not received, the case may be closed if no foster children or aged persons are known to be in the home nor have been in the home during the past year. (Inspection agency makes closing recommendation to the SDSW.) However, preferable procedure is to secure the signature of the foster mother or operator on a statement such as that suggested below (in duplicate by inspection agencies):

"To:					
-00	-	-	-	Marristopottopostpus Sans	-

This is to inform you that I am no longer interested in holding a boarding home license.

Neither children nor aged guests are being cared for in my home at this time. I agree that if, in the future, I am again interested in this type of service, I shall get in touch with your office before accepting any children or aged guests into my home for care.

	Name
ate	Address

The agency may secure the above information by telephone conversation with the operator or foster mother, in which case the understanding shall be confirmed by letter (in duplicate by inspection agency). If foster children or aged guests are in the home, the case shall not be closed without referral to the district attorney. See Secs. V-800 at seq, regarding prosecution.

# V-590 VOLUNTARY DISCONTINUANCE

V-590

If the licensee moves to a new address, or sells, leases or rents the boarding home to another operator, the license is automatically cancelled and the licensee shall be requested to return the license. A new application shall be filed if foster children or aged are to be cared for at the new location or by the new operator. (See Secs. V-640, Change of Address, and V-650, Change of Operator.) If the licensee decides to discontinue care of foster children or aged persons, she shall be asked to return her license. (Inspection agency makes closing recommendation to the SDSW.)

# V-600 INCREASE IN LICENSED CAPACITY (LICENSING AGENCY)

V-600

The number of children or aged guests permitted under a particular license may be increased by issuing a new license to the foster mother or operator. This change shall be made only after there is assurance that the boarding home can give adequate care if capacity is increased.

01.04

# CONTRACTOR OF BUILDING A CONTRACTOR OF STREET

OTPLI

ORFUT

CORAN

MOTULOT REALEST TOOTHUM STRUCKS IN TOTAL SEASON

387-W

Poster parties to expend as lives as less to several to a proposition of the sections of the section of the sec

1970 t. ....

This is to inform you think I am no longer interested in bolding a

destroy obtains not age of server and both or other and server and and all servers are all servers and all servers and all servers are all servers and all servers and all servers are all servers are all servers and all ser

	are and a read to ment	A - Samuel Commercial

Touch a

\_\_\_eseribă\_

The transfer out to the section of the section by the underection of the delection of the delection.

ROZARANIKOSTAK INANIKAK

065-4

If any licenses were a new and a new address or seller. Learnes or real the booking book to control to a new and the booking book to a new and the booking booking the about the control to restore the seller of the address of the ad

(PETER-A CUTOCODEL) PERCENTA CARACTER (L'ACCODENCE LA CETERNI)

009"A.

Telle Circu e teline fertiares stemm, bein to nearly de westen and to teles to see a marky and see a see a for teles and the see as the see a form and black on the see a forest teles of the see and teles of the see a forest teles of the see and teles of the see a forest teles of the see a see and teles of the see a s

# V-610 INCREASE IN LICENSED CAPACITY (INSPECTION AGENCY)

V-610

Recommendation shall be made by the inspection agency to the SDSW as in licensing action. (See Sec. V-380, Licensing Review Procedure.) After review of the record by the SDSW and concurrence that increase in licensed capacity is justified, the SDSW will send the foster mother or operator a new license permitting an increase in capacity. A carbon copy of the letter of transmittal will be sent by the SDSW to the inspection agency.

## V-620 DECREASE IN LICENSED CAPACITY

V-620

If investigation indicates that the licensed capacity of the home should be reduced, the foster mother or operator shall be requested to return the current license, whereupon a new license for the reduced capacity will be issued. Refusal to return the license may constitute cause for revocation proceedings.

## V-630 LICENSE NOT TRANSFERABLE

V-630

"No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in section (1620 or 2308) of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service." (W&IC 1620 and 2308)

The license is issued to the applicant for a specified home; likewise, an application is from a particular applicant, or applicants, for a particular location.

If the applicant or licensee moves to a new address, or if there is a change in the operator of a boarding home, the application or license is automatically cancelled. (See Secs. V-640 and V-650.)

## V-640 CHANGE OF ADDRESS

V-640

If the applicant or licensee should move to a new address, the application or license is automatically cancelled. (Statistically this action is recorded either as "Application withdrawn" of "Current license discontinued".)

The applicant or licensee shall be notified (if whereabouts known) that the application or license is cancelled and that a new application is required if foster children or aged persons are to be cared for. The license should be returned. (Inspection agency recommends to the SDSW that the application or license be cancelled and reports the reason therefor.)

If the applicant or licensee moves without notifying the licensing agency of the new address, a letter shall be sent to the last known address, giving the notification that the application or license is cancelled.

A new investigation and new license are necessary for the boarding home at the new address.

# (follow buckereda) following greven in the following

A-PIO

Recording continuity of the main by the inspection seems; to the UTW or in Itomosing continuity of the Recording. After a Itomosing continuity of the remaining field and communication that is crease in II cased capacity is furtified, the EDGW will and the itomosing or operator a new linear action of the linear and the continuity. A carrier copy of the latter of transmission or other or o

# WEREALD BENEROLD WALL AND JOSEPH

Var. 6 St.

If the satisfies in indicates the Civic Time, The same of the two tones of the tones of the satisfies as requested to request of the reduct of the reduction of

## impakitesiase ume emuligia (CES-I

12-630

To linearse chail on transformed, living the day of each of the linear this linear the linear car extend to experiment of the second continues of the second continues of the second continues of the second continues to the linear continues of the second continues of the linear continues of the

The Linears is transplate to the applicant that a specified home; Thirdrisal as application as application as application as application.

on toroit the operation and accept as more than address, on it there are succept in the contract of the contra

# Partition of the same of the s

018-7

-delign of the application and stocked block peaced to the light and il to the application of the control of th

The oughlest of licenses shall be notified (if whereheart looks of the characteristic of the state applied in the specific of the specific of the continuous state of the careful the little like the continuous state of the careful the like like the careful th

Palaconil and printing from the moves novel to annuling this if it considers of the source of the so

A new investigation and now license are necessary for the boarding of the new address.

## V--650 CHANGE OF OPERATOR

V-650

If the applicant or licensee sells, leases or rents the boarding home to another operator, the application or license is automatically cancelled. (Statistically this action is recorded either as "Application withdrawn" or "Current license discontinued".)

The applicant or licensee shall be notified (if whereabouts known) that the application or license is cancelled, and, if the home is licensed, the license should be returned. (Inspection agency recommends to the SDSW that the application or license be cancelled and reports the reason therefor.)

The new operator shall be notified of the necessity to file application for license.

A new investigation and new license are necessary for the new operator of the home.

## V-660 CHANGE IN CLASSIFICATION

V-660

After license has been issued, there shall be no change in service (e.g., day care to full time care) unless the license is returned, and a new license issued. A new application form is not necessary; the written or verbal request for change in classification will serve in lieu of the completion of another application form. Statistically, this becomes a new application.

## V-700 REVOCATION OF LICENSE

V-700

Revocation is the voiding of a current license for cause after a hearing before the SDSW in accordance with the procedure established in Sections 11500 through 11528 of the Government Code. The right of revocation is not ordinarily delegated by the SDSW. When the agency believes cause for revocation of a license exists, the case shall be referred to the SDSW.

See Chapter X, Revocations and Appeals.

# V-800 OPERATION WITHOUT LICENSE

V-800

Operation of a boarding home for aged or children without a license constitutes a violation of the law. Under such circumstances and except in case of denial or revocation of license, the provisions of the law shall be called to the attention of the violator, and opportunity shall be given to file an application. Continued operation and continued refusal to file an application shall be followed by referral of the situation to the district attorney for action.

#### V-810 PROSECUTION - DUTY OF DISTRICT ATTORNEY

V-810

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (W&IC 1630, 2310)

#### Mointe, and a second

OAS IT

W-650

is the first merilianer as the order, the order, the entitle and the conference of t

The application of the contract of distinct the partition (if example and and the contract and cont

The service of the contract of the best ted to not the service to the service of the service of

Tropictorio was alle Trop quantiform was sufficed to a line malderal trained with a second tobe to

#### TOTAL THE CLASSIFICATION

Vacco

#### DESCRIPTION TO TRAIN OF HE ORNER

11.

A value debut har convert success of a contact factor of the problem and the problem of the action of the contact factor of the cont

doe Claptor M. Levertons and Appelals.

# SERVEDIA DIGITALISMO SECRETARIO

308-27

Successful to the second the month of the month of the second of the second of the second to the second of the second to the second of the sec

#### This on a colored to so with a line high

OLB-W

The distribution of federal very county shall depend on the distribution of the conduct the distribution of the county of the province to the county of the chartest of the chartest of the chartest of the chartest. (New 1672, 2310)

#### V-820 REFERRAL TO DISTRICT ATTORNEY

V-820

Written referral to the district attorney for action under Secs. 1630 and 2310 of the W&IC shall be made by licensing agencies (by the SDSW for inspection agencies) when the home continues to operate after denial of license.

The letter of referral shall state the date of denial, reason for denial, that the home continues to operate, and that action is being requested under Secs. 1630 or 2310 of the W&IC. Discussion of the situation with the district attorney may precede or follow the written referral and the agency shall keep the district attorney informed of any subsequent adjustment after referral which might make further action unnecessary.

#### V-830 REFERRAL TO DISTRICT ATTORNEY IN CASE OF FIRE HAZARD

V-830

In cases of denial due to fire hazard the letter of referral to the district attorney shall contain, in addition to the items prescribed in Sec. V-820, a report of the fire officials! findings. A copy of the referral to the district attorney shall also be sent to the local fire department or the State Fire Marshal.

#### V-840 REFERRAL TO DISTRICT ATTORNEY FOLLOWING REVOCATION OF LICENSE

V-840

Following revocation of license the agency shall determine that the home is not caring for children or aged. If the nome continues to operate after revocation of license has occurred, the licensing agency (the SDSW for inspection agencies) shall refer the matter in writing to the district attorney.

#### V-990 STANDARDS AND INFORMATIONAL MATERIAL

V-990

Supplies of standards, nutrition guides, instructions for home pasteurization of milk, and similar material, are furnished free of charge by the SDSW, 616 K Street, Sacramento.

#### V~999 FORMS

V-999

Refer to Appendix for index of forms which are supplied free of charge by the SDSW and those available through the State Bureau of Purchases.

#### ACTIONS OF THE PARTOR AVOISON

088007

Pritten referred to the district attempt for setten under See. 1630 and 2010 of the SDGV for tapper to agenties (by the SDGV for tapper to agenties denial of Miconse.

The letter of referral chail easie the days of denial, reason for dealed, the chair that the bear ocatives to decrees, and that arties to held requested under Seco. 16% or Fill of the Mall. Historian of the elevation with the district and precede or follow the veiter referral and the equal chair the district attorney informed of our chaspent adjustant after referral which might after referral which might when severy.

### CHASAN BUTT WO DEAD UT TIMOUTA TOTAVELD OF ILLESSING

N.9-1

In cases of denied one to the hanerd the letter of referral to the district extravely close contain, is annition to the items prescribed in Sec. 7-820, a repert of the fire officials findings. A copy of the referral to the district effects of the feet to the level fire department of the fire level.

The Morniel.

## 198-Y SEARCH AND HOLLOWING CHINOLOGY WOLDOWING OF TACKED

Polishing revealation of license the agency shull determine that the home is not earlied to applie the home confinues to applied after a revealing times so has accurred, the licensing agency (the SNW for impossible agency) shall refer the matter in writing to the district attorney.

## SOLUDIOUS AID INVOIGNITIONAL MATERIAL

oee-y

Samplion of standards, satisfion cuides, instructions for home pretention of state and state and state. are furnished free of sharp by the side, bit it Street, decrease.

#### CENTURY SECTION

CO. V

Author V

W. ....

66694

division to work believe our delies easet to mobal sot mineral or votos. Such the work of the second of the second

#### CHAPTER VI

#### CASE RECORDS

#### VI-100 CONTENT OF CASE RECORD OF BHA AND BHC

VI-100

The accredited licensing and inspection agency shall maintain case records containing all information secured regarding each application for a boarding home license, and each licensed boarding home. A record should also be made of inquiries which do not result in an application for license. When an application is denied, the record shall contain full information about the point or points upon which the denial is based.

Information may be recorded on Forms BHA 21 or BHC 21 for new applications, or on Form BHC 22 for renewals for boarding homes for children, supplemented by a narrative record, or an adequate narrative record may be substituted for these forms.

Case records shall also include, in a uniform arrangement, copies of all forms completed in connection with the application, and social study, and copies of all correspondence. The case record shall contain a copy of the license issued by the accredited licensing agency or a carbon copy of the information contained on the face of the license issued. The accredited inspection agency case records shall contain copies of the notification from the SDSW that a license has been issued.

#### VI-150 BOARDING HOME RECORD AND CHILD PLACEMENT RECORD

VI-150

Information as to the general adequacy of care given children placed in the home is properly a part of the boarding home record, but information regarding the needs, progress and adjustment of specific children in the boarding home is properly contained in the child's own record (ANC record or other placement record) rather than in the boarding home record.

#### VI-200 DISPOSAL OF CASE RECORDS

VI-200

A boarding home record which has been inactive for ten years may be destroyed.

#### VI-250 PURPOSE AND METHOD OF RECORDING

VI-250

Case recording is a part of the process of determining whether a home meets licensing standards. An accurate and complete case record justifies the expenditure of public money by showing that funds have been properly expended in the exercise of the provisions of the law and the rules and regulations of the SDSW. The case record protects the agency, improves the service to the applicant or licensee and the public using the home, conserves the efforts of the agency, and assists in evaluating the quality and quantity of the agency's work.

The transfer of the control of the c Producting pose, Medical Augora

VI-250 (Continued)

VI-250

Adequate recording of the social study includes both the securing and recording of adequate information. Pertinent social information revealing the characteristics of each boarding home shall be carefully recorded in order that the strengths and weaknesses of the home are clearly set forth, and there is indication of the basis for the action taken by the agency.

Chronological recording under the dates when information is received or developments occur will aid in the evaluation of the home which must precede the renewal of license. Topical headings may be used to indicate the nature of the information recorded under certain dates and summaries of developments over a period of time may supplement the chronological record.

#### VI-300 TOPICAL OUTLINE FOR RECORDING

VI-300

The following outline is suggested for recording the social study. It is not all inclusive, should be adapted to each case, and the arrangement of the material may likewise require change. Where emphasis changes as between homes for children and aged, separate sections are given.

#### VI-500 TOPICAL OUTLINE FOR STUDY OF HOME

VI-500

- A. Initial interview.
  - 1. Date, source of referral (self, publicity, other foster mother of operator, etc.).
  - 2. Reason for interest in license and type of care.
  - 3. Clues as to suitability of home as revealed by applicant's reaction to agency explanation of standards, application process, requirements of working with agency, parents, aged persons, etc.
- B. Home call (or calls) Date And whom seen.

Describe positive and limiting attributes of the home with respect to its uses for children (infants, pre-school, school age, adolescents, full time, day care or parent-child), or aged, in terms of the following:

- 1. Composition of family name, age, sex, relationship, occupation.
- 2. Others in household name, age, sex, relationship, occupation.
- 3. Employed staff name, age, duties, training, hours and wages.
- 4. Foster children and parents or aged guests in home name, age, name and address of person from whom received, date, rate, health.
- 5. Supervision in absence of foster parent or manager.

THE PRINCIPLES OF THE VIEW WAS A CHARLE WINDS groups of the first than the state of the first trace -Sparkers and a knowledge of the forest of the state of th OFFICE FERENCE CONTRACTOR AND A SECURITION OF THE SECURITIES OF TH generated to a series a money of any contained becomes the continuent stored that are not be one of the but had been been been be AR THE HOUSE WAS A CONTROL OF THE STATE OF THE PROPERTY OF THE STATE O Defect and the second and the second and engineer the second and the second and the second and the second They only (42 was to) a drop of the drop of A. Serut 0.00 k outset hour to be a property of the contract manager of the Beautiful 40 disease supplied of the above success of the Chack as he as the second of t Machen for the succession of arms of arms. of whencest protect incom quality of second of feel indicative sector and a THIFTHE SHEEKATHAT SOLICAN CHIPTIN ROW INDIVIDUAL POLICE AT-ROC respondent may illumented requires change, and and a property of the control of t The stationary outline is given then not responding the sector study. Is not hot all in-lasty about the sector study, in hot hot and the errendent to the TOT OFF SERVICE TOR ENGROSSES. in a real of the risk exploration by the character brocky bounces. principal en la compressión de la destación de la compressión de l a de servicio de la Processa de Companyo de Caralleria de la Companyo de Companyo de Companyo de Companyo de C ge fickliften ser opper high wingen ell without on at the consection of the of the first of the contraction of the state of the state of the section of the s Average and a second se

The Art of the second of the state of the second of the se

Being the car was

Alexand

NI-030

teart for goodstate a liberary teas

A CONTRACTOR OF THE STATE OF TH

21-200

Limber (Levisede)

#### VI-500 (Continued)

VI-500

- 6. Religion church affiliation and religious practice.
- 7. Race and/or nationality.
- 8. Physical aspects of home:

Type of dwelling, condition, comparison with others in neighborhood; yard (play space and equipment for children or living room and recreational provisions for aged); sleeping rooms, size, privacy, care of personal belongings, supervision for children (assistance for the aged); cleanliness, order, ventilation and warmth, livableness; safety aspects - fire, heating equipment, accident prevention, sanitation.

For homes for aged, note particularly exits, stair ramps, fire extinguishers, hazards due to crowding and limited staff, feeble, non-ambulatory, blind or deaf above first floor. Note also bedroom furniture, bed lights, bedside tables, ramps, handrails, toilet chairs, type, condition, floor covering, esthetic values for the aged.

Day care - Note provision for napping, toilet facilities, play space, and equipment.

- 9. Neighborhood rural or urban, type of neighborhood, proximity to church, school (for children), community interests and activities.
- 10. Income Adequacy and source. (For aged homes, net profit.)
- 11. Health Health of various members of family and employed staff; attitudes toward health and medical care for self and those under care. Provision for medical care. Nutrition standards maintained, care, preparation and serving of food. (Use of home-canned food, pasteurized milk.)
- 12. Family life.

#### Child care homes:

- (a) Emotional aspects as shown by relationships of members of family, and reasons for interest in care of children; affection, warmth, humor, play; participation of children in family life, discussions, responsibilities; attitudes of members toward rights of others, methods of discipline, and habit training as regards food, toilet training, sex instruction.
- (b) Personalities of various family members dominance, sociability, special interests, special problems possible reaction to new members of family group in terms of rivalry.

TOTAL STATE OF THE PROPERTY and the property of the property 100 PM Ga (1) 20 -Eige 06 100 1100 3500 . 138 195 Topode Statem Characters to mak sounders of grants to the second statement of the second seco 19 . Sect ton 101 735 Ports. . . . 1. 600 1 10 Sepoc. To\bon 0.23 Avitabov. The second second second 1 1783 0.000 107 1 1.00

2000

#### VI-500 (Continued)

VI-500

(c) Interest and participation in civic and community affairs, recreational and cultural interests; attitudes toward education, religion, etc.

#### Aged Homes:

- (a) Attitudes and interest in the aged as shown by consideration for individual preferences and interests, care of guests who suffer from confusion or helplessness; assistance given guests in maintaining outside interests, contact with friends, family; provision for recreational interests.
- 13. Maintenance of a register.
- 14. Information obtained from references and social service exchange clearance.
- 15. Special qualifications or limitations of home (of foster family for children, of operator for aged home) in respect to:

Intelligence, previous experience, common sense, adaptability to needs of program and acceptance of requirements of program; evidence of emotional maturity, motives in applying for license to give kind of care interested in giving.

16. Recommendation for licensing action.

#### VI-800 CONFIDENTIAL NATURE OF RECORDS

IV-800

Boarding home records shall be confidential.

Information that an application has been filed, that license has been granted or denied, the number for which license has been granted, and the type of care (type as distinguished from quality) given, is public information. Additional pertinent information may be given in referral service when the home is being considered for use of certain children. A licensing agency may release information of an evaluative nature (which may include the entire record) concerning a boarding home to a placing agency which desires to use the home. Information requested by another licensing agency regarding an applicant's prior service and an evaluation of that service may likewise be given.

Information shall also be given in actions brought by law enforcement officers dealing with the enforcement or prosecution of the boarding home law.

Information other than as above provided may be released when it is requested by a public or private social welfare or health agency which fulfills the following conditions:

(a) The agency, as part of its usual duties, makes social investigations for the purpose of rendering social service;

1.1-13.K.

The stimulation and the state of the state o

Attibutes and interest in the agestions in consider.

Clyon Energy is a first the confusion of polysomers, one of process of colysomers, one of process of the colysomers.

FOR SEED . (h (d) (d) Safate Same

agraciono entrios laides bis concreter com bealedso neldamnolul ・毎日は日は日の人の \* 11.

Tose of the product to english to english the respect to the formation of the section of the sec

to Sive hind or down purchased in StarmS.

Anthony of the contract section, software in alligher or contract to make of the contract of the co

. moista Softaneoutt vol moissabhommoook

# A TOUR DESTRUCTION DESTRUCTION

. Telthebricos so flais abresor each galbrack

deviled with the conference of proceduation of the boarding horse low-5 10 0 1 1 V C

al it make bounded of the implement product an object of the set interest of the set of being any of the set of t

tion of and the lembons of the name antion, notice north that at the

Destar Jood molecus) VI-800 (Continued)

VI-800

- (b) The agency maintains adequate standards for the protection of confidential information;
- (c) The agency will use the information only for the purpose for which it is made available, such purpose to be reasonably related to the purpose and functions of the inquiring agency.

Information may likewise be made available for research purposes. In the subpoena of records and witnesses by a court when the action does not concern the licensing program, the attention of the court shall be called to the confidential nature of records.

#### CHAPTER VII

#### CLERICAL PROCEDURES

#### VII-50 FOREWORD

VII-50

This chapter sets forth the control files which shall be maintained by accredited inspection and licensing agencies, and in addition presents suggested procedures and files for the guidance of those agencies who may wish such assistance.

#### VII-100 MASTER FILE

VII-100

In order to provide a permanent index for clearance purposes, each accredited licensing or inspection agency shall maintain a master file of all boarding homes. It is desirable that the master file also include a record of inquiries which have not resulted in the filing of an application. Customary identifying information for each case includes name, birth date, address, date, type of service, and case number.

Each agency shall also maintain a method of registering each case number assigned, and each case shall be further identified by a symbol differentiating the aged home and the children's boarding home. The symbol BHA may be used for aged homes, and BHC for children's homes. Some agencies may wish to further identify children's boarding homes such as BHCP for parent-child homes, DC for day care, etc.

#### VII-200 CASE PROCESSING CONTROLS

VII-200

Such other card files and controls as may be necessary shall be maintained in connection with case processing, such as:

- 1. Pending applications
- 2. Annual renewals
- 3. Inquiries, homes reported to be operating without license, complaints, etc.
- 4. Fire clearances.

#### VII-300 STATISTICAL FILE

VII-300

A card file is recommended for the purpose of compiling the mandatory monthly statistical report (See Chapter VIII). Appendices XI and XII contain suggestions for the maintenance and use of such a statistical card file.

#### VII-400 POPULATION CHANGE NOTIFICATION

VII-400

For those agencies which maintain a referral and placement service, a method of notification by foster parents and operators of population changes

117 ESSER Action Control of the State of -11X 00-110 interpretation of the second o \$415 Hadan entropy of the second of the s hoses, DO for day care, etc. a examina a managamenta a managamenta 009-117 All thought an annual control of the property of the control of th l. Problem of the Arthur I Deplete, notes there a to the device without license. .nto ,etsicalouco .w.communicaeci COLLEGE COLLEG OOF-JIY violetter off this is continued to the first office of the second of the test of the second of the s MOTO ASSESSMENT OF THE PROPERTY OF THE PROPERT ood\_rrv COMMITTE , which was self our to the construction with the construction of (Bedtles Continued on East Page) property positional and the state of the second states

	CLERICAL PRO	CEDURES		VII-400
VII-400 (Continued)				VII-1400
is desirable. Various agen method which appears to hav each boarding home mother o admissions or discharges:	e worked satisf	actorily is	to supply postal	cards to
Name of chil	d or guest			
Age of child				
Date placed	***************************************			
By whom place	ed			
Date child o	r guest removed			
Reason				
	SignatureAddress			
a removal notice separated the register sheet is compl agency. When the child or completed and returned to t VII-500 RECORD OF POPULAT	eted and the pl guest leaves, t he agency.	acement noti	ce is returned t	o the
A progressive recis a convenience. Agencies boarding home shows the cap	ord of placemen may devise a c	ard file in	which a card for	ding home
Name		Case No.	Capacity	
			Ages	
Address		Telephon	e No.	
Child or Guest:	Date Placed:	By Whom:	Date Removed:	Reason;
SDSW-CALIFORNIA-BOARDING HO	ME MANUAL	1	ssued August 23.	1946

#### CHAPTER VIII

#### STATISTICAL PROCEDURES

#### VIII-50 FOREWORD

VIII-50

This chapter is not applicable to accredited inspection agencies, since the monthly statistical reports for these agencies are compiled by the SDSW.

#### VIII-100 SUBMISSION OF STATISTICAL REPORTS BY LICENSING AGENCIES

VIII-100

Accredited licensing agencies shall submit monthly statistical reports to the SDSW on boarding home licensing operations. Form BHC 41, Monthly Statistical Report on Licensing of BHC, and Form BHA 41, Monthly Statistical Report on Licensing of BHA, (See forms at end of Chapter VIII) shall be submitted in triplicate to the SDSW, 616 K Street, Sacramento, not later than the 8th day of the month following the month covered by the reports.

#### VIII-500 INSTRUCTIONS FOR COMPLETING FORMS BHC 41 AND BHA 41

VIII-500

Column definitions - BHC 41. Four columns are provided. The first three columns are used for separate counts of the three types of boarding homes for children; the fourth column is used to enter the sum of the three preceding columns. Information in column 4 is mandatory for all items; completion of columns 1, 2 and 3 is permissive except for items 5, 10 and 18, which are mandatory. The three types of children's boarding homes are defined as follows:

- Column 1. Full-time care. A home giving full-time care is defined as a private family home which accepts for twenty-four hour care one or more children to board, with or without compensation.
- Column 2. <u>Day care</u>. A home giving day care is defined as a private family home which accepts only for day care one or more children, with or without compensation.
- Column 3. Parent-child care. A home giving parent-child care is defined as a private family home which offers board and room or room alone, to parents with their children, including, as a clearly defined part of the services given, the care and supervision of the children while the parent is away, either at work or elsewhere.

Column 4. Total. Enter the sum of columns 1, 2 and 3.

Column definitions - BHA 41. Three columns are provided. The first two columns are used for separate counts of the two types of boarding homes for aged; the third column is used to enter the sum of the two preceding columns. Information in column is mandatory for all

STATISTICAL PROCESSING

BEALTST FOR THE

and the property of a translation and and the second properties and the

TO STATE OF THE PARTY OF THE PARTY OF the careful and election accounts

CHARLESTON OF BEAUTIFUL TO THE SECOND MOTIVE AND THE ACTUAL MOTIVE AND THE ACTUAL MOTIVE AND THE ACTUAL MOTIVE AND THE ACTUAL 11-110

· Corpospois pro-

からかりあぐれ\* Aconvolated lighted to the second of the second of second of the second

Ary In My

VISITED BUILDING FOR THE

COREFFECTIONS IN THIS CONTROL OF THE CONTROL OF TWENT BUT IN

service as accepta are acceptant to the property for the The Time of the terms of the terms of the contined. The Times of Times of

Friedlich auf zu seinen er bereiten.

The chilina to beant, with or planat and the season of the normal party of the contractions the light can. can. a bord minim in latter come is deficed

The said and the first temperature and the three desired to the temperature of

COMMING MY W TERRORS THE COMMING THE SERVICE STREET OF SERVICES AND ACCOUNT.

#### VIII-500 (Continued)

VIII-500

items; completion of columns 1 and 2 is permissive, except for items 5, 10 and 18, which are mandatory.

The two types of boarding homes for aged are defined as follows:

- Column 1. Private homes. A private home for aged persons is one which accepts for board and care from 1 to 10 aged persons.
- Column 2. Special homes. A special boarding home for aged persons is one which accepts for board and care from 11 to 15 aged persons.
- Column 3. Total. Enter the sum of columns 1 and 2.

Changes in type of care and/or in number of children or aged for whom home is licensed:

A new license must be issued whenever (a) there is a change in the type of care for which license is issued (e.g. from full-time care to day care, etc.); (b) there is a change in the number of children or aged for whom care is licensed. When either of these changes occur, report the old license as voluntarily discontinued in item 16; report the new license as application received in item 2 (even though a new written application is not required), as application disposed of in item 4, and as application granted in items 4a and 12.

#### Section A - New Applications

Report in this section the opening inventory, receipt, disposition and closing inventory of all new applications for licenses received during the month. A closed case which again becomes active is counted under this section, as well as a new license issued because of change in the old license (see preceding paragraph).

- 1. New applications pending at beginning of month. Report the number of new applications which were pending at the end of the previous month as shown in item 5 of the previous month's reports. If there is a difference, explain in a footnote.
- 2. New applications received during the month. Enter the number of new applications for licenses received during the month. Report all applications received, even though some are subsequently withdrawn or not granted. Include a new license issued because of a change in the old license, even though a new application is not required.
- 3. Total new applications. Enter the sum of item 1 plus item 2.
- 4. New applications disposed of during the month. Enter the sum of items 4a, 4b and 4c.

#### VIII-500 (Continued)

VIII-500

- 4a. New licenses granted during the month. Report all new applications on which licenses were issued during the month, including new licenses issued because of change in the old licenses.
- 4b. New applications withdrawn during the month. Enter the number of new applications for licenses that were withdrawn during the month or were voided by the agency because of change of address of the applicant, or because of change in operator of the home.
- 4c. New applications denied during the month. Report the number of new applications for licenses that were denied during the month because the boarding home did not meet the standards of the SDSW.
- 5. New applications pending at end of month. Enter the number of new applications which remained open for consideration at the end of the month. This is obtained by subtracting item 4 from item 3.

#### Section B - Renewals

- 6. Renewals pending at beginning of month. Same as item 10 of the previous month's report. Report the number of renewals that were pending at the end of the previous month as shown in item 10 of the previous month's report. If there is a difference, explain in a footnote.
- 7. Renewals falling due during month. Report the number of licenses that have automatically expired during the month because twelve months have elapsed since the licenses were issued. Enter all such expirations, whether renewal applications have been received or not.
- 8. Total renewals. Enter the sum of items 6 and 7.
- 9. Renewals disposed of. Enter the sum of items 9a, 9b, 9c, and 9d. Renewals falling due during the month, but not disposed of, should be included in item 10 as well as item 7.
  - 9a. Renewal licenses granted. Report the number of licenses that were renewed for another 12 months' period.
  - 9b. Renewal applications denied. Report the number of applications for renewal which were not renewed because investigation showed they no longer met the standards of the SDSW.
  - 9c. Renewal applications withdrawn. Enter the number of applications for renewal that were withdrawn before formal action was taken.

- as, the liberal area than the interpret became a second to the form of the second terms of the form of the second terms of the
- ్రం, ద్వా ఉ**ల్లెక్స్ కార్వడ్డు అక్కాడు దారం అమక్కాడ్ట్ మార్చిక్సం.** కోట్రాలు కోట్ గాగాడ్ట్రా ఉద్దారం గాల్లెక్కివాడుకు ఆక్కివా కివిత్సర్ అందిన గారాడ్ట్రాల్ కోట్లా కార్కు అందిన కోట్లాకు అందికే అందిన కోట్లాకు కోట్లు గారాక్ట్రాల్ కారుకుండి గ్రామంలో కోట్లు కూడికి అందిన తక్కు కొంటికి
- in, in souther than a see twing his mostly.

  The of me this control of thomas that is a second of the second of th
- en en mange grang aggregation and the article of th
- a sit objection. Ocal in the conjustification and the second of the conjugation of the
- S. Forel Florents, Shine became in team from F.

chine tribuni alibita I gruno con

- තර කත්ත කත්තු එය දමුවක දීම සිද්ධාන සිදුවි කත් වෙනවා. එය විදු වෙනවා වියවිත වෙනවා. තර පත්තුම දීම දීමුක්ත්රීම් දීම සිදුවිට සිදුවේ පත්තුව වේ. දෙවනවා දීම දීම් පත්තුම දීම් සිදුවීම් සිදුවීම් සිදුවේ සිදුවේ සිදුවේ සිදුවිට සිදුවේ සිදුව
- The second control of the second of the seco

A Service Committee on these Page)

CONTRACTOR OF PERSONS AND DATE.

#### VIII-500 (Continued)

VIII-500

- 9d. <u>Discontinued without reapplication</u>. Enter the number of boarding homes for which license has expired and for which the operator does not wish to renew application.
- 10. Renewals pending at end of month. Enter the number of renewals that remained open for consideration at the end of the month. This is obtained by subtracting item 9 from item 8.

#### Section C - Cases

11. Homes currently licensed at beginning of month. Enter the number of homes that were holding licenses at the beginning of the month. This item must correspond with item 18 of the previous month's report; if it does not, explain in a footnote.

Please note that the entry for item ll will not necessarily represent the number of licenses for which reimbursement is to be claimed for the month covered by the report. Hence item ll of this report may not be comparable with the number shown for this month on the quarterly claims (BHC 81 and BHA 81).

- 12. New licenses granted during month. Report the number of new licenses that were granted during the month. This must be the same as item 4a.
- 13. Renewal licenses granted during month. Enter the number of licenses that were renewed for another 12 months' period. This must be the same as item 9a.
- 14. Total licenses in effect during the month. Report the total number of licenses in effect at some time during the month. This is the sum of items 11, 12 and 13, and represents the number of licenses in effect, not the number of licensed homes. A home for which the renewal fell due and which was granted the renewal license in the same month actually had two licenses in effect during that month.
- 15. Renewals falling due during month. Enter the number of renewals falling due during the month as reported in item 7.
- 16. Current licenses discontinued during month. Enter the number of current licenses that were discontinued at the request of the boarding home, or were voided by the agency because of change of address of the boarding home, change of operator of the home, change in type of care, or in number of children or aged for whom license was issued.
- 17. Current licenses revoked during month. Enter the number of current licenses that were revoked by action of the SDSW. Do not include renewal applications that were denied (report such action in item 9b), nor current licenses that were discontinued for reasons listed in the preceding paragraph.

ein og e ingelsk kilkman megallignalen. Obrev ete e ogser et beneil e timbe for etlan literale nas orgåndr eta for male gin og e ingelske kilkman megallignalen.

్రామంలో కారు కార్యాండ్ కార్కుడు కార్యాల్లో అన్నాయి. మందుకుడ్డి కోడ్డాయి. మందుకుడు కార్యాత్రికి కూడా కార్యాత్రి మందుకుడ్డి కార్యాత్రికి కార్యాత్రి అన్నాయి. మందుకుడ్డి కోర్యాల్లో కోడ్డాయి. మందుకుడు కార్యాత్రి కూడా కార్యాత్ర మందుకుడ్డి కార్యాత్రికి కార్యాత్రి అన్నాయి. మందుకుడ్డి కోడ్డాయి. మందుకుడు కూడా కూడా కూడా కూడా కూడా కూడా కూడా క

ii. Names micrenalingsangsang of the impression months. For the similar of new a creation of the state of the solution of the

the control of the control of the standard standard separate of the control of th

o de la **Electica** de la lacator (Luciana), la lacator (Luciana), la lacator de la lacatora de lacatora de lacatora de la lacatora de lacatora de lacatora de la lacatora de lacatora delacatora de lacatora delacatora de lacatora del

or - Annilogopses sign, or plantanth. From the or of histories of the control of

This little and the second of the second control of the second second control of the second control of the second control of the second second control of the second second second control of the second second second control of the second seco

andrene grad and the first transfer of the second of the s

to place described into the second se

The state of the s

		~~		200	
TT	T	т	T	50	10
v	1	-	- neti	ורי	11 1

#### STATISTICAL PROCEDURES

VIII-500 (Continued)

VIII-500

18. Homes holding licenses at end of month. Enter the number of homes holding licenses at the end of the month. This item is found by subtracting items 15, 16 and 17 from item 14.

Refer to appendices XI and XII for suggested statistical file and clerical procedure in compiling statistical reports.

# MONTHLY STATISTICAL REPORT ON LICENSING OF BOARDING HOMES FOR AGED

			NUMBER OF HOMES				
A. NE	EW	APPLICATIONS	(I) PRIVATE (I TO 10 PERSONS)	(2) SPECIAL (11 TO 15 PERSONS)	(3) TOTAL		
1.		NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH)					
2.		NEW APPLICATIONS RECEIVED DURING MONTH	- Burger Baggary and an Alberton on Linguis School on the con-				
3.		TOTAL NEW APPLICATIONS (1 PLUS 2)	and a management of the speciment of the				
4,		NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS & PLUS C)	Description of the second of t				
		A. NEW APPLICATIONS GRANTED DURING MONTH			- Special married or New Association (Sec. 9)		
		B. NEW APPLICATIONS WITHDRAWN DURING MONTH					
		C. NEW APPLICATIONS DENIED DURING MONTH	a separate and a separate so we obtain the separate so				
5.		NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4)					
3. RI	ENE	EWALS					
6,	•	RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH)					
7.	•	RENEWALS FALLING DUE DURING MONTH	andre andre andre to the first participation and the spanning of the spanning				
8.		TOTAL RENEWALS (6 PLUS 7)					
9.		RENEWALS DISPOSED OF (SUM OF A, B, C AND D)					
		A. RENEWAL LICENSES GRANTED					
		B. RENEWAL APPLICATIONS DENIED	and the second section with properties to experiment with our addition of				
		C. RENEWAL APPLICATIONS WITHDRAWN					
		D. DISCONTINUED WITHOUT REAPPLICATION					
10.	•	RENEWALS PENDING AT END OF MONTH (8 MINUS 9)					
. C/	ASI	ES .					
11.	0	Homes currently licensed at Beginning of Month (SAME AS ITEM 18 PREVIOUS MONTH)		 			
12.	•	NEW LICENSES GRANTED DURING MONTH (SAME AS 4A)	and the second second second second second second				
13.	•	RENEWAL L: CENSES GRANTED DURING MONTH (SAME AS 9A)			~~·		
14		TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13)					
15.		RENEWALS FALLING DUE DURING MONTH (SAME AS 7)					
16		CURRENT LICENSES DISCONTINUED DURING MONTH	and the same of th				
17		CURRENT LICENSES REVOKED DURING MONTH					
18		Homes Holding License at end of month (14 minus 15, 16 AND 17)					

THIS REPORT IS DUE IN TRIPLICATE AT THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, NOT LATER THAN THE 8TH DAY OF THE MONTH FOLLOWING THE MONTH COVERED BY THE REPORT.

FORM BHA 41, REVISED MARCH, 1946

# MONTHLY STATISTICAL REPORT ON LICENSING OF BOARDING HOMES FOR CHILDREN

				NUMBER	OF HOMES	
۸.	NEW	APPLICATIONS	(I) FULL—TIME CARE	(2) Day Care	(3) PARENT CHILD CARE	(4) Total
	1.	NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH)			The state of the s	
	2.	NEW APPLICATIONS RECEIVED DURING MONTH				
	3.	TOTAL NEW APPLICATIONS (: PLUS 2)				
	4.	NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS B PLUS C).				
		A. NEW APPLICATIONS GRANTED DURING MONTH				
		B. NEW APPLICATIONS WITHDRAWN DURING MONTH				
		C. NEW APPLICATIONS DENIED DURING MONTH				*****
	5.	NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4)				
	RENE	EWALS	1		at apply up about the wall one decrease of	
	6.	RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH)				
	7.	RENEWALS FALLING DUE DURING MONTH	100000000000000000000000000000000000000			
	8.	TOTAL RENEWALS (6 PLUS 7)			***************************************	
	9.	RENEWALS DISPOSED OF (SUM OF A, B, C AND D)				
		A. RENEWAL LICENSES GRANTED				
		B. RENEWAL APPLICATIONS DENIED				
		C. RENEWAL APPLICATIONS WITHDRAWN				
		D. DISCONTINUED WITHOUT REAPPLICATION				
	10.	RENEWALS PENDING AT END OF MONTH (8 MINUS 9)		*****		-
	CASE	-9		·	***	
		HOMES CURRENTLY LICENSED AT BEGINNING OF MONTH				1
		(SAME AS ITEM 18 PREVIOUS MONTH)				
		NEW LICENSES GRANTED DURING MONTH (SAME AS 4A)			<u> </u>	
	13.	RENEWAL LICENSES GRANTED DURING MONTH (SAME AS 9A)				<del> </del>
	14.	TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13).				
	15.	RENEWALS FALLING DUE DURING MONTH (SAME AS 7)				
	16.	CURRENT LICENSES DISCONTINUED DURING MONTH	-		-	-
	17.	CURRENT LICENSES REVOKED DURING MONTH.	,.,			
	18.	Homes Holding License at END of Month (14 Minus 15, 16 AND 17)				
NF	ORMAT	TION IN COLUMN 4 IS MANDATORY; ALSO ITEMS 5, 10 AND 18 IN COL	UMNS 1, 2 AN	D 3.		
		RE OF PERSON PREPARING REPORT				3 110

FORM BHC 41, REVISED MARCH, 1946

Love is built wenters when the

# STATES AND THE SALE SECTION SELECTION OF SECTION SECTION SELECTION OF SECTION SECTION

The many state of the second state of the second se	0.000.03194.00 200321.08.0004	esk (part) Company	er Springresses	160,00 (19)
establing on pendin nurseases expens.		since "		
successive of corrections, supported the section 2.116, see 16 section	nara 14 g s			
(to mean and many the particular and the second and				
15. Hores marging (french at the or Admin)				
The gradule strategraph or something and the second second sector of the second second sector of the second				
			( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	
150. Athensis a coline on a manager and the an Theorem				
1147 THE LATE CHEEK ENGINEERS WHETHER WOMEN EST PLANTS NAME AND				
110. PRANSMAT. COCCOURS CONDERS OUR INC MEDICAL CARRY OF MANY				
1545 REALETCEMENTSTARTA ON 12 TREBUILDER AS WEST,				
(jaun a lung lag konte alla konte (konte konte (konte konte				
C. 27858				
ser contracted and the second second second (percent and professions)				7 - 22.2
0** **********************************				
Cateman Mebical Medical Manchard Company (1997)				
The state of the s				
- Astronomical Mises Shareful			:	•
Service of accomous (page on a feet one of) ***********************************	Control and with a		·	
1 % - Total costoac. (Castox) }				
The Pankanaga Falera Decide appendent partition of the second sec	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
(Super wat   pass   b' pass the principle wash) ************************************				
ones en minus )		e distriction of the second		
on the statement to the statement of the				**************************************
or the transference endication when the contract the cont	ening to make	÷		· · · · · · · ·
	i j	The second second second second	The same of the same of the same of	++
E. ALEMA AND A RESIDENCE ASSET PHONORMAL POPERTY PROPERTY AND A SECTION OF A SECTIO				
* A LOCATE AND A LANCE OF A CONTRACT CONTRACT OF A CONTRACT CONTRACT OF A CONTRACT CONTRACT OF A CONTRACT CONTR				
The state of the control of the state of the				
Secretarian market resem (Contracted exceptions, present action)				
As. Elekast distrance as our wife as stationed process and assessment	7			
(Comp. Prints Prints Synthesia (Synthesia (Synthesia))		. v		
19. TW3M064-713146002	(1)	Specification of the second of	5, 1125 (448) 15, 127 (198) 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	TOWNS:
		AFFECT O	a cue	
West of the Control o				

#### CHAPTER IX

#### FINANCIAL POLICIES AND PROCEDURES

#### IX-100 SUBVENTION FOR COSTS OF ACCREDITED LICENSING AGENCY

IX-100

Sections 1622 and 2302, Walc provide:

"....The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per license(e). Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State."

#### IX-150 ELIGIBILITY TO SUBVENTION

IX-150

Subvention for costs is available to those cities and counties which have entered into a written contract with the SDSW, pursuant to which contract an accredited city or county agency inspects and licenses specified types of boarding homes. No subvention is available for costs of accredited agencies which inspect but do not license boarding homes. (See Chapter II, Delegation to Local Agencies)

#### IX-200 MONTHLY CLAIMS

IX-200

Subvention is claimed from the State by means of claims filed at the end of each month in accordance with the following sections.

# IX-250 TIME LIMIT ON FILING OF MONTHLY CLAIMS

IX-250

Claims shall be submitted to the SDSW, 616 K Street, Sacramento, by the tenth day of the month following the end of the calendar month.

## IX-300 LICENSES FOR WHICH CLAIM MAY BE MADE

IX-300

Subvention will be allowed only for licenses issued by the accredited licensing agency in accordance with the specifications of the contract. If a license is issued or in effect on the first day of the month, subventions for the entire month will be allowed, even though the license may expire or otherwise terminate during that month. For example: if a license is in effect on April 1, and expires on April 15, claim will be allowed for the month of April in the amount of \$3. If a license is issued after the first day of the month, no subvention will be allowed for that month. For example: if a license

IX-300 (Continued)

IX-300

is issued on April 15, subvention will be allowed beginning with the month of May, provided the license is in effect on May 1.

# IX-330. Notification to SDSW of Discontinuance of License.

IX-330

--- .. vara,y an nated III

When a license is discontinued for any reason other than expiration of license (e.g. change in ownership or operation, change in address, death of licensee, revocation, or voluntary discontinuance), notification shall be made to the SDSW on Form BHA 82, Notice of Discontinuance of Aged Boarding Home Licenses, and Form BHC 82, Notice of Discontinuance of Children's Boarding Home Licenses, and one copy of such notification shall accompany the Monthly Affidavit and Detail of Monthly Claim for Reimbursement. (Forms BHA 80 and BHA 81, and BHC 80 and BHC 81.)

duplicate on the forms prescribed by the SDSW, viz.:

- Form BHA-80, Affidavit Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.
- Form BHC-80, Affidavit Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.
- Form BHA-81, Detail Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.
- Form BHC-81, Detail Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.

  Form BHC-82, Secretary Discontinuous of aged Boarding Home Licenses.

  (See forms at end of Chapter IX)

#### IX-400 INSTRUCTIONS FOR COMPILING FORMS

IX-400

Forms BHA-81 and BHC-81, Detail of Monthly Claim.

- Column 1. Enter case number and symbol (e.g. BHA or BHC) used by the agency in identifying cases:
- Column 2. Enter the full name of the licensee exactly as it appears on the license issued.

Entries on forms BHA-81 and BHC-81 shall be made in case numerical order, double spaced.

IX-400 (Continued) IX-400

Forms BHA-80 and BHC-80, Affidavit to accompany detailed claim.

Column 1. The data for this column must be taken from Form BHA-81 or BHC-81. Enter the total number of licenses on which subvention is claimed for the month.

Forms BHA 82 and BHC 82, Notice of Discontinuance of License. Column 1, Enter case number and symbol (BHA or BHC) used by agency in

identifying case.

Column 2, Enter full name of licensee exactly as it appeared on license.

Column 3, Enter date of discontinuance.

Column 4, Enter reason for discontinuance.

Louised Licensing agency (e.g. County Welfare Director). The signature must be attested by a County Clerk, Notary Public, or other person authorized to administer oaths.

(Jusert)

IX-450

PURCHASE OF FORMS

IX-450 2BH A82 and BHC-82

Forms BHA-80, BHC-80, BHA-81, and BHC-81, may be procured at cost from the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento, California.

Counties and cities may print or have printed these forms through local facilities. provided no deviations are made from the prescribed forms unless expressly approved in writing by the SDSW.

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for the Aged)

	FROM		COUNTY OR CITY AGENCY									
	FOR THE MONTH OF											
			D CLAIM, FORM BH									
	COL. 1 COL. 2 COL. 3											
	NUMBER OF LICENSES	UNIT COST	REIMBURSE	OST FOR WHICH MENT IS CLAIMED I X Col. 2)								
		\$3.00	\$									
	STATE OF CALIFORNIA	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\										
INSTITUTIONS AND LICENSING LICENSES DURI	UTIVE OFFICER OF THE CITY OR E TO PERFORM INSPECTION AND I CODE. THAT I HAVE FULLY COME FUNCTIONS. THAT THE LICENSE NG THE MONTH FOR WHICH REIMBUT SWORN TO BEFORE ME THIS	PLICENSING FUNCTION  APPLIED WITH THE L  EES WHOSE NAMES A  JRSEMENT IS HEREB  DAY	CREDITED AND APP ONS UNDER CHAPTER .AW, RULES AND RE APPEAR ON THE REP BY CLAIMED.	GULATIONS GOVERNING ORT HERETO ATTACHED I	EPARTMENT OF HE WELFARE AND THESE INSPECTION HELD VALID							
		FOR STATE US	SE ONLY									
ING DOCUMEN	CLAIM HAS BEEN VERIFIED AGAINS TARY EVIDENCE AND SUBJECT TO PPROVED FOR PAYMENT.		FUNDS, APPROPRIAT	THAT THERE IS A BALAI FED BY CHAPTER 107 NT TO FINANCE PAYMEN A IMED IN COLUMN 3.	STATUTES TS OF THE							
SUPERVISOR,	BUREAU OF AUDITS		DEPARTMENTAL ACCO		E							
CLAIM NO.	DATE RECEIVED	SIGNATURE										
			************************									

though one said comes gribmont) e vene : JCJ Control of the same of the sam 31000 to 73-601 TANT TYPETTURE BLOTES COMMENTS YOUT TO DEC.

TO I SET THE COMMENT OF THE COMENT OF THE COMMENT OF THE COMMENT OF THE COMMENT OF THE COMMENT O YUNG DA GERROSECT OF A TOR POLICE ACCENTIVE PART AND AND THE SECOND SERVICES AND ADDRESS TO THE SECOND SECOND

FORWARD TWO COPIES TO THE STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA

# DETAIL — MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

# AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for Children)

FROM		COUNTY OR CITY AGENC	Y
		CLAIM, FORM BHC 81)	1
COL, I	COL, 2	COL. 3	4
NUMBER OF LICENSES	UNIT COST	TOTAL COST FOR WHICH REIMBURSEMENT IS CLAIMED (COL. I x COL. 2)	
	\$3.00	\$	
STATE OF CALIFORI	NIA.	} ss.	
I,  I AM THE EXECUTIVE OFFICER OF THE CITY OR SOCIAL WELFARE TO PERFORM INSPECTION AND L FARE AND INSTITUTIONS CODE. THAT I HAVE FINSPECTION AND LICENSING FUNCTIONS. THAT HELD VALID LICENSES DURING THE MONTH FOR WE	COUNTY AGENCY ACCRE ICENSING FUNCTIONS ULLY COMPLIED WITH THE LICENSES WHOSE HICH REIMBURSEMENT	, BEING DULY SWORN, DEPOSE EDITED AND APPROVED BY THE STATE DE UNDER CHAPTER I, PART 3, DIVISION THE LAW, RULES AND REGULATIONS GOVERNAMES APPEAR ON THE REPORT HERETO	2 OF THE WEL-
SUBSCRIBED AND SWORN TO BEFORE ME THIS		EXECUTIVE OFFICER OF THE ACCREDIT	
OF	, 19 TIT	`LE	
T ITLE			
	FOR STATE USE	ONLY	
THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST ING DOCUMENTARY EVIDENCE AND SUBJECT TO F AUDIT, IS APPROVED FOR PAYMENT.	IELD FUND	REBY CERTIFY THAT THERE IS A BALANDS, APPROPRIATED BY CHAPTER 108 5, SUFFICIENT TO FINANCE PAYMENT OF MED IN COLUMN 3.	STATUTES OF
SUPERVISOR, BUREAU OF AUDITS	DEPA	DATE	
CLAIM NO. DATE RECEIVED	SIGNATURE		

FORWARD TWO COPIES TO THE STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA

# DETAIL - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

FROM	BOARDING HOMES FOR CHILDREN)  COUNTY OR CITY AGENCY				
FOR THE MONTH	OF				
I. CASE NUMBER	2. NAME OF LICENSEE				

Forward One Copy to State Department of Social Welfare Sacramento 14, California

	NOTIC	CE	OF	DISC	CONTI	NUANCE
OF	AGED	BC	ARI	TNG	HOME	LICENSES

FROM		COUNTY
TO ACCOMPANY		CLAIM
	(month)	

Date of Date of Postontinuance

Number Name of Licensee Discontinuance Reason for Discontinuance

Form BHA 82 August, 1946
Notice of Discontinuance to accompany Detail-Monthly claim for Reimbursement for Inspection and Licensing Services rendered under Section 2302 of the Welfare and Institutions Code (Form BHA 81)

COUNTY

nance

Institutions Code (Form BHC81)

*	75.44	Service and the service and th	
Reason for Disco	Destau ence	Name of Licensee	Number /
	A Company of the Comp		
	20.00		
			The state of the s
		976T 'taugua'	D DHG

LEOW

OL CHIPDEEN.S BOREDING HOWE FICENSES NOLICE OF DISCONTINUANCE

#### CHAPTER X

#### REVOCATIONS AND APPEALS

#### X-100 LEGAL BASIS FOR REVOCATION OF LICENSE

X-100

"Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein." (W&IC 1625, 2305)

#### X-110 LEGAL BASIS FOR REVOCATION OF CERTIFICATE OF AUTHORITY

X-110

"Certificates of authority may be revoked for cause after a hearing before the State Social Welfare Board. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the Board shall have all the powers granted therein." (W&IC 2356)

# X-150 DELEGATION OF REVOCATION RIGHT TO ACCREDITED LICENSING AGENCIES

X-150

Because of the requirements set up in the Government Code, the right to revoke licenses is not ordinarily delegated to an accredited licensing agency. However, agencies who desire to establish the required hearing body, and follow the procedure set forth in Sec. X-200, Revocation Procedure, may request consideration that the right of revocation be delegated to them. An agency delegated the right to revoke licenses must bear the cost of the service of the hearing officer.

#### X-200 REVOCATION PROCEDURE

X-200

The Government Code establishes the following procedure for the revocation of licenses:

#### Accusation:

The licensee shall be served an "Accusation" by registered mail, consisting of a written statement of charges which shall set forth the acts or omissions with which the respondent is charged and the specific statute and/or rules alleged to have been violated.

#### Notice of Defense:

The "Accusation" shall be accompanied by a statement that the licensee may request a hearing by filing a "Notice of Defense" within fifteen days after service of the "Accusation". Unless a request for a hearing is delivered or mailed within fifteen days

(Section Continued on Next Page)

#### M. HELDELMO

# REVOCALL OND ARTRALE

oracono Agrici dol Moderno Sor, primario e en el compr

001-1

Dery .. T

Sant-Y

(700.X

The control of the constant of the cause after a territor of the constant of the constant of the cause of the constant of the

STEACHER TO THEIR INCOMES AND LOUGH IN THE CO. ACCORDED

Certificates of automotic and communication among after a consisted and a cons

CHESTING DA DE STATEMENT DES ROLLANGES (\$64-C)
DES CIERCES AND DES COLLEGES (\$64-C)

Secretary of the state of the secretary of the state of the secretary of t

AND STREET STREET, STREET STREET

and was piaking phisolites and annilians some framework sell to and the mailtenaver

Addysevice:

226 licented and the respect of "Addestion" by registated nation of the licented state.

226 licented of a saltime efficiency of conseque union state out to the two notes of californias are not to the consequence of californias and the consequence to the consequence and the consequence to the consequence and the consequence of the consequen

Notice of Terropa.

Inc "Accommodate and the accommodate by a minister's the the internation of Defense" internate may remain a nearlest by filling a "Notice of Defense". Unless a within fifteen bure after accommodate within the accommodate and accommodate and requires in delivery as delivery days.

(Segition Continued on Merit Page)

X-200

(Continued)

X-500

the SDSW may proceed without a hearing. The "Notice of Defense" shall be a form provided by the SDSW which, when signed by or on behalf of the licensee, will acknowledge service of the "Accusation". In the "Notice of Defense" the respondent may: request a hearing, object to or admit the accusation, or present new matter by way of defense.

Notice of Hearing:

Upon receipt of the "Notice of Defense" the SDSW shall determine the time and place of the hearing, and shall deliver a "Notice of Hearing" to all parties at least ten days prior to the hearing. The "Notice of Hearing" shall include the following minimum information:

You are hereby notified that a hearing will be held
before the State Social Welfare Board on the
day of, 19, at the hour of,
at (here insert place of hearing) upon
the charges made in the accusation served upon you.
You may be present at the hearing, may be but need
not be represented by counsel, may present any rel-
evant evidence, and will be given a full opportunity
to cross-examine all witnesses testifying against
you. You are entitled to the issuance of subpoenas
to compel the attendance of witnesses and the production
of books, documents or other things by applying to the
Director of Social Welfare, 616 K Street, Sacramento,
California."

Amended Accusation:

Any time before the matter is submitted for decision, the SDSW may file an "Amended Accusation". All parties shall be notified thereof. If new charges are presented, the licensee shall be given opportunity to prepare his defense, but he shall not be entitled to file a further pleading unless the SDSW in its discretion so allows.

Hearings:

Hearings are normally held in Los Angeles, San Francisco or Sacramento, depending on the licensee's county of residence. All hearings under this Chapter are held in public. At the time of the hearing a hearing officer who must be an officer filling requirements of the State Personnel Board shall temporarily preside over the State Social Welfare Board for the purpose of conducting the hearing, of ruling on the admissibility of evidence, and of advising the Board on questions of law.

Decision:

The hearing officer shall have no vote in arriving at the Board's decision. The decision shall become effective thirty days after service thereof on the licensee, unless the hearing body determines a different effective date.

(Section Continued on Next Page)

the Mark way proceed without a nearlay. The "Motice of Dafense" about the Motice of Dafense" about to expense of the Since of the or or or before the increase, will acknowledge service of the "socuration". In the "Motice of Deforce" the respondent may: request a bouring, as the The Dafense of the respondent may. The content of the bouring.

Lating of Mearing:
Upon receipt of the "Motars of Defence" the SDSM shall determine the time and place of the nearing, end shall deliver a "Mettic of the time and place of the nearing, end shall deliver a "Mettic of Rearing" to all parties at least too days prior to the seering.
Ins "Motics of Mearing" shall include the following minimum interparties:

"You are notably modified that in bearing will be note the form the form the form of the form the form of the form of the form of the form the form of the form the form of the form the form the form of th

Antidity Armenation:

July after refuse the medier is considered by accessing the Sillians;

Lite an "anomied Accession". As yearing they be positive anasoff,

Lite an "anomied accession", as yearing they be positive anyward;

Lite an instantian and proposited, the intenses mail be river experiment;

Lower charges are proposited, the little and the worlded to file at the particular and the file at the foreign the little and the desire.

Mostlings are negatify which in Los Agriles, for Transition or Secremento, decreasing on the Linuxase's country of rectiones, all measures, decreasing the desire of the Linuxase's country of rections. At the time of the boardays tenier district one must be an efficier filling rection because as a formula addition of must be an efficier filling rection to be such the State Lemonary of another the purpose of ending the state for the State formula for the property, of reliance to advance for the purpose of exclusions and at the last described on guarantees of the filling and at the last described on guarantees of the filling and at the last described on guarantees of the filling and at the last described on guarantees of the filling and described on

The hearths existes chall have so veto to annivels; at the Board's distance. She declades shall caces effective Sharey days from eartise thereof an abe itemates, unless the hearing body determined a distance effective date.

( POGET OF COUNTY OF THE SPECIES OF THE SPECIES (

X-200 (Continued)

X-200

Hearing Officers:

The State Department of Professional and Vocational Standards has the responsibility of supplying hearing officers, but any agency requiring a full-time hearing officer may appoint a qualified agency hearing officer. (Government Code 11500-11528)

#### X-250 PREPARATION OF CASE FOR REVOCATION

X-250

Investigation:

Upon determination by the accredited licensing or inspection agency that cause exists for the revocation of a license the SDSW shall be so notified. The SDSW will review the case record, discuss the case with the accredited agency, interview the licensee, and make or have made by the local agency such collateral investigations as appear necessary. Specific facts and dates must be secured, and affidavits may be obtained.

Report:

A report will be made by the SDSW concerning the history of licensing action, the cause that exists for revocation, the acts and omissions with which the licensee is charged, the factual record of attempts made to bring the situation into conformity, and the provisions of the law or standards with which the licensee fails to comply.

#### X-300 APPEAL FROM DENIAL OR MODIFICATION OF LICENSE

X-300

An applicant or licensee may appeal to the State Department of Social Welfare from the denial or modification of a license, original or renewal. (W&IC 1624, 2304)

#### X-350 APPEAL PROCEDURE

X-350

The hearing procedure in the case of appeal from denial or modification of license is the same as that outlined in Sec. X-200, Revocation Procedure, except that an "Accusation" and "Notice of Defense" are not required. After notice in writing by the licensee or applicant that a formal hearing is desired, petitioner is sent a statement of "Issues to be Determined" and a "Notice of Hearing" at least ten days before the hearing. The "Notice of Hearing" is similar to that outlined under Sec. X-200, Revocation Procedure. (Government Code 11504)

# X-400 INVESTIGATION OF COMPLAINT OR APPEAL BY SDSW

X-400

The SDSW will promptly investigate complaints and appeals received from applicants or licensees protesting the denial or modification of a license. Such investigation will consist of a discussion with the accredited agency and other agencies concerned, a review of the case record, and an interview with

(Section Continued on Next Page)

X-400 (Continued)

X-400

the complainant or appellant. If, after review of the situation, no adjustment or satisfactory disposition of the case is possible and the applicant or licensee desires a hearing before the State Social Welfare Board, the SDSW will prepare the case for hearing of the appeal.

# X-450 PREPARATION OF CASE FOR HEARING OF APPEAL

X-450

The SDSW will make an investigation and prepare a report covering the following points:

- 1. Appellant's contention
- 2. History of licensing action
- 3. Present situation in the home
- 4. Investigation undertaken
- 5. Summary of material from case record
- 6. Reasons for denial or modification of license
- 7. Citation of laws or standards violated

Issues to be Determined:

The SDSW will send to the appellant a statement of "Issues to be Determined" and a "Notice of Hearing". Further proceedings will be in accordance with Sec. X-350, Appeal Procedure.

# X-500 APPEALS FROM DENIAL OF CERTIFICATE OF AUTHORITY

X-500

An aged boarding home which has applied to the SDSW for a Certificate of Authority to enter into life care contracts may appeal to the Social Welfare Board from the denial of such a certificate. Appeal procedure will be as prescribed in Sec. X-350, Appeal Procedure. (W&IC 2355)

# X-550 REVOCATION OF CERTIFICATE OF AUTHORITY

X-550

When the SDSW determines that cause exists for the revocation of a Certificate of Authority the proceedings will be in accordance with Sec. X-200, Revocation Procedure. (W&IC 2356)

X-900 FORMS

X-900

Standard forms, such as the "Accusation", "Statement of Issues to be Determined", "Notice of Defense" and "Notice of Hearing" are prescribed by the State Department of Professional and Vocational Standards.

#### CHAPTER XI

#### USE OF BOARDING HOMES

#### XI-50 FOREWORD

XI-50

This chapter presents certain principles in child care which experience has proved to be sound. It is presented as a guide to agencies which provide services beyond the specific requirements of the licensing provisions of the Welfare and Institutions Code.

Referral service, counseling, placement and supervision are related to the licensing program and have an effect on it. The use and manner of use to which boarding homes are put often determines whether the time and money invested in recruiting and licensing a home is productive in terms of subsequent service rendered. Foster parents who might serve children well, give up their licenses when faced with problems in child care or relationships with own parents which appear insurmountable in the absence of assistance. The resultant turn-over and loss is licensed homes, the frequent replacements of children, and resultant damage to the children placed, might be prevented or at least minimized if care is exercised in the use of boarding homes.

# XI-75 CENTRAL REGISTRY (BHA and BHC)

XI-75

The maintenance of a central registry of all licensed homes within the agency's jurisdiction is desirable in order that there may be one central source of information to the public. See Chapter VII, Clerical Procedures, regarding files which may be used or adapted for this purpose.

Such a registry should provide information as to the name, address, telephone number, the provisions of the license with respect to number, age and sex; also desirable is information with respect to religion, race and nationality. The value of such a registry is increased when current information as to population of each home and existing vacancies is also available. See Sec. VII-500, Record of Population, as to the mechanics of maintaining such a file.

#### XI-100 REFERRAL SERVICE

XI-100

The term "Referral Service" as used here means supplying the name of one or more licensed homes to the inquiring person or agency which then makes an indicendent selection of a home; in the case of a child the responsibility for the child's subsequent care in the home is assumed by the parent or placement agency, and the licensing agency has only its customary responsibility as toward any licensed foster home. A referral service may be a clerical, non-professional procedure, carried on by telephone or office inquiry by a clerk, or it may be a professional function of the agency whereby the parent (in BHC) is interviewed in person or by telephone by the social worker as to the needs of the children to be placed, and when possible, some selectivity is exercised by the worker in the matter of referring only homes which best fit the stated needs of the parent and the child. Information may be given to the parent also regarding the requirements of foster homes for pre-placement physical examinations, prevailing rates for board and care, etc. However, the parent makes his selection of a home independently, and only a minor service is given by the agency.

# 

# TANKE TO

The house of the contract of t 1080

THE PARTY OF THE P

# XI-200 COUNSELING (BHC)

XI-200

considering placement of their children for day care or 24-hour care. Frequency of replacement, and consequent difficulties for the child in adjustment, are reasons which have pointed up the need for such services. Experience in day care for children of working mothers during the war demonstrated that the best day care service for parents and children made use of certain knowledge developed out of experience which a parent herself normally does not have. The worker in counseling anticipates some of the effects on the child of separation and some of the mother's own reactions to care of her child by another person. The position of the foster mother in a supplementary role is also sustained by the case worker. The need for planned conference with the mother as the child continues to receive care helps to solve problems as they arise before they become crises.

A counseling service therefore assists parents to think through the effect which employment of the mother will have upon the stability of the home and the development of the child, assists the parents in planning for the care and supervision of the child, and continues to provide help as needed after the parents have made their decision.

# XI--300 PLACEMENT (BHC)

XI-300

"Placement" is a case work process whereby the agency determines whether placement is necessary or desirable, and the agency prepares the child and the family for placement, selects the home in which the child is placed, and thereafter continues to give service to the child and the child's family.

# XI-400 SELECTION OF HOME (BHC)

XI\_400

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that it is a good home and that it can serve the specific needs of the child to be placed.

It has been the experience of medical, health, and child welfare authorities that individual care is especially important to children under two years of age. These individual needs may be met through day care, 24 hour care, or parent-child care. See Sec. IV-630, Infant Care in Boarding Homes.

There are some older children who need the opportunities for participation in group activities which are offered in institutional or other group care, such as the day nursery.

In placement it is desirable that children be placed in a home of the same religious background as the child. Where this is not possible, foster parents should provide children with the religious training which the parent or person responsible for placement desires.

and the light of the control of the

THE STATE OF THE S

A Company of the Comp

ones in action production a provention of the control of the contr

A TON SELECT BIG MENTER OF THE PROPERTY OF THE

#### XI-500 WORK WITH PARENTS BEFORE PLACEMENT (BHC)

XI-500

Except where placement is made on an authoritative basis, as for example by the Juvenile Court, experience has indicated that the participation of the parent in the placement process is essential, or the placement fails. Opportunity needs to be given the parents to experience and to choose placement, otherwise a placement rushed through without acceptance by the parents is apt to end in failure. A discussion with the parents regarding the necessary procedures and requirements, such as pre-placement physical examinations, rules regarding visiting, permit for medical care, determination of amount of financial support, and the selection of a foster home to fit the child's needs, etc., will assist parents in experiencing some of the things about placement before placement actually occurs.

# XI-600 PREPARATION OF CHILD FOR PLACEMENT (BHC)

XI-600

Similarly the preparation of the child for placement in a foster home is necessary since a child may otherwise defeat the purposes of placement, and all children do not want or cannot take substitute parents, even though bereft of their own home.

# XI-700 SUGGESTED OUTLINE FOR STUDY OF CHILD (BHC)

XI-700

The following, which should be recorded in a child's placement record, contains some of the essential considerations preceding placement, and subsequent follow-up:

- 1. Family history, antecedents and early life of parents, attitudes regarding present problem.
- 2. Financial circumstances, standard of living.
- 3. Neighborhood and community relationships.
- 4. Personal history of child:

Health and school records; Psychometric and Psychiatric information.

- 5. Names, addresses, circumstances and attitudes of relatives.
- 6. Necessary verifications.
- 7. Reasons for consideration of placement outside home.
- 8. Considerations leading to decision to place outside of own home.
- 9. Considerations leading to decision to use foster home care or other type of care.
- 10. Basis for selection of particular foster home (or institution).
- 11. Preparation of child and family and foster family for placement.

(Section Continued on Next Page)

# (dea) - with a page appeared by the feather than

002-10

The control of the control of the district of the district of the control of the

# for the properties are also to compare the contractions.

000-110

anti estat katat kananati jarok. Kiiko od iko elkempenganganga gikanjali. Lan kingan digi in nggangan in in ingilah manganingan ililiko e mare garabangan ki Ingan digi minanga, kanangan mangangan kini kangan mangan dengan kangangan pangalikan lin Laman digi minangan kangangan mangangan kini kangan mangan dengan kangan mangan mengalikan lin

# (Cont.) thing has really from entrancemental and aspects

007132

- Provous Communication in Albertain and Anaesta and Albertain Adv. endworldt. Alb Control of the Anaesta Anaesta and Communication of the Anaesta Anderson Advance of the Anaesta Anaesta Anaesta Control towards and Anaesta Anae

- ia. Isanty, head org, the consoner and locaty. Ittois est preceive, in head of the House of the House of the House or
  - Canifold Color of the Alberton Color of the Color of the
    - .tolknestisler \*\*\* timesoilse fredomisestisl .go
      - Per Servocally biotomy be obliger:

Alle di abbando del Color de Color di approprie de la color de Col

- 39. Wienes, edineres, checumentanes and this tops of relatives.
  - 6. Woodeners verifications.
  - Lames frabilita entre escola (de so palabora de les ensocras l'assesses (le . Ti
- S. Constantines leading to decide to mine outside of our home.
- 9. Considerations loading to desiston to westfestur home date or other
  - Quotinthinal to emed gateof released to actionice not also QI-
- Ila. Tuepersting of child and femily and foreign ter placement.

(coeff from no Bountage) notice?)

# XI-700 (Continued)

XI--700

- 12. Subsequent agency supervision of child's health, recreation, educational program, emotional and social adjustment in foster family and community, through work with foster parents (or institution) and own parents.
- 13. Plan for rehabilitation of child's own home, preparation of child and family for child's return.

#### XI-800 SUPERVISION OF HOMES

XI-800

A major part of the function of supervision of foster homes is the continued education of foster parents as to the needs of children and sound principles of child care. This includes assistance in handling behavior difficulties wisely, and increasing foster parents' insight into physical, intellectual, and emotional needs of children. These processes are aided by stimulation of parent study groups; by foster parents' institutes at which time outside speakers such as teachers, psychologists, physicians, etc., discuss common problems and the foster parents participate in discussions; by the dissemination of books, pamphlets, and other literature. These activities are, however, secondary to the periodic visits of the worker at which time current problems are discussed and questions are answered.

Foster parents should consult with the licensing agency for information concerning placement of children, and operators of aged homes should likewise look to the licensing agency for assistance.

The licensing agency can do much to assure adequate service to children and aged, and to protect the licensed boarding home by making available to the foster mother or operator advice and assistance in dealing with the problems and questions which arise in connection with the acceptance of private placements, and placements from agencies. The licensing agency's investment in time and energy in recruiting and licensing homes will be protected if the agency assists foster parents and operators who otherwise might relinquish their licenses because of difficulties and problems encountered.

# XI-900 MULTIPLE USE OF BOARDING HOMES (BHC)

XI-900

A common problem is the use of the same foster home by more than one agency, thereby subjecting the foster parents to supervision from more than one source, and introducing other factors in the lives of the children placed by each agency using the home. By earmarking certain homes for the exclusive use of a particular agency, and by agreements with the foster homes to accept placements only from certain agencies, these difficulties can be largely avoided.

(Baumidood) COV-IX

007-70

- 2. Jobsegdont akung supervision of shidts health, recreation, circotton, circotton, circotton, circottons in soster decision and current in soster with recease percents (or insurantee).
- ij. Then for rehabilitables of chief's our home, preparetten of child and family for shill a return.

smon to morning the comercial

008-71

Foster parents cheriff conselt with the iterator agency for information conserved parents like conserved by the with later conserved to the lacest to the like agency for nectarnes.

The licensing action of an analysis and an analysis and quate corvine to anilors and aged, and to arefer a to the sad aged, and to arefer and to arefer methor or analysis to the sad to attempt in the ling with the emotions and quastions in the ling with the emotions and quastions with the emotions of arefer also and and plotuents from according. The licensis according to an algorithm and plotuents for an according to the analysis according to a licensist the emotion of the ten agency and according to according to a licensist and allocated and algorithms and allocated allocated and allocated allocated and allocated and allocated allocated and allocated allocated and allocated and allocated allocated and allocated allocated and allocated allocated and allocated and allocated allocated and allocated and allocated and allocated allocated and alloca

(org) canno program to any region to the

000m07

A sommon problem is the une of the enter feater here in nove than one agency, thereby subjecting the foreign passing agency, thereby subjecting the foreign to several agency and introducing other feater in the lives of the children planed by each agency using the home. In caster centain homes for the emphasive use of a particular agency, and or excepte with the france harder to accept himself agency and or except the france to accept accept all all all agency are too of the france to accept accept accept the contains agency are seen as interests are accept.

#### CHAPTER XII

#### RECRUITMENT

#### XII-50 FOREWORD

XII-50

The material in this chapter is informative and intended as a guide for those agencies interested in recruiting boarding homes. Recruitment is a matter which concerns practically every agency at some time, since the supply of homes is usually insufficient to fill the need.

Some agencies have had considerable experience with recruitment; others, with less experience, have been interested in learning of the methods which other agencies have found effective. This chapter, therefore, presents some of the methods which have been found to work, and some of the principles which underlie an effective program of informing a community of the needs of the program.

The SDSW does not furnish agencies with publicity material since it is believed such material must be based on local needs and geared to the particular agency and community in which it is to be used.

#### XII-100 METHODS OF RECRUITMENT

XII-100

The following methods, used singly or together, have been successfully employed by various agencies:

- 1. Recruitment of prospective foster parents through the successful licensed foster mother.
- 2. Radio presentation.
- 3. Announcements in churches, church bulletins, church organizations.
- 4. Presentation to clubs and various organizations.
- 5. Posters in public places, e.g. libraries, markets, well-baby clinics, schools, etc.
- 6. Newspaper publicity the news story.
- 7. Want advertisements in classified advertising section.

These devices have been used both on a continuous basis or on a "campaign" basis.

#### XII-200 RECRUITMENT CAMPAIGN

XII-200

When a campaign is to be launched in a community where several agencies exist which need and use foster homes, the campaign should, if possible, be a jointly sponsored matter in order that there not be competition for homes, but rather a joint approach to a common need. Furthermore, a determination should be made before the campaign starts as to what types of foster homes are desired, the number of such homes, and the portion of the population to whom the appeal shall be addressed; e.g., if rural homes were desired for teen-age boys, a different approach would be used than for an appeal for day care homes for preschool children living in a certain locality. Other examples might be the need for homes for children of certain national descent, etc.

Organization of staff is necessary in order that inquiries, stimulated by the campaign, are promptly answered, prospective applicants are promptly interviewed, and new applications filed are quickly processed.

#### XII-300 PUBLICITY AND RELATIONSHIP WITH EDITORS OF NEWSPAPERS

XII-300

Certain principles are basic to a successful relationship of an agency with the press in the community. The cooperation of a newspaper in a publicity campaign is not built in a day, nor is it furthered when the head of an agency calls the city editor on the telephone to tell him that he would like an article or an editorial in the next day's paper because the agency is launching a campaign on that day. The interest of the editor, and his willingness to use valuable space is initiated and sustained only by a prior relationship through which the newspaper editor has had the chance to know of the programs and objectives of the agency from time to time, and has been kept informed of other items of news interest. An inter-professional courtesy must, therefore, govern this relationship.

#### XII-400 TYPES OF PUBLICITY

XII-400

Those experienced in the use of publicity in the boarding home program have pointed out that little publicity has been accorded the dignity and distinction of being a foster parent; that instead, a sentimental appeal about children has most often been used. The latter type of publicity may appeal most to the emotionally immature individual who would not make a good foster parent and whose application for a license would be difficult to discourage. The importance and satisfaction of serving as foster parents might, therefore, be successfully used as the keynote for a recruitment campaign.

#### XII-500 HOW PUBLICITY IS WRITTEN

XII-500

Periodicals and pamphlets have been written on the technical subject of publicity and how news copy should be written. Some communities have asked help of the large metropolitan newspapers in conducting Public Relations Workshops in which conferences have been held on the technical aspects of news writing. (See Bibliography, Appendix XI, re Publicity.)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE
616 K Street, Sacramento
995 Market Street, San Francisco
Washington Building, 311 South Spring Street, Los Angeles

DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR FOSTER HOME CARE FOR CHILDREN (Revised July, 1946)

august,

#### FOREWORD:

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

It takes a very special kind of person to be a good foster mother and father, and not all good parents nor all good homes fill the requirements.

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that the home is a good home. To help determine this and to guide foster parents and agencies responsible for selecting homes, these standards have been devised by the State Department of Social Welfare.

#### PROVISIONS OF WELFARE AND INSTITUTIONS CODE:

#### Need for License:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

swith of one nothing

Symplosity to the Solution of Shift with the Sammonto of Shift with the Street, in Tranction of Shift with the Street, in the

O TO THE THE STATE OF THE STATE

The first of the first and the

callabrage process of the same of the same

The state of the s

Fine control of the collist to a function of the control of the control of the collision of

The state of the s

consequents in the fluctuation of the financial of the consequents of the consequences of the

#### Regulation and Inspection:

lo21. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

#### Expiration and Renewal of License:

- 1023. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.
- 1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

#### Transfer of License or Location:

1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

#### Register:

- 1027. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder.
  - (a) Name
  - (b) Last previous address
  - (c) Age
  - (d) Nearest of kin
  - (e) Mother's maiden name
  - (f) Person responsible for his care and maintenance
  - (g) Such other data as the State Department of Social Welfare requires

#### Deaths and Changes in Home:

1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

#### Penalty for Operating Without License:

1629. Any person, association, or corporation that maintains, conducts, or as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in section 1621 of this code, is guilty of a misdemeanor.

Paralation and Incognition:

And Inc. Inc. Ind. - And the set of Poblal Adjance whall touch much the second who a second and the second and

# for the collection of the Market.

ing and the composition of the second control of the control of the theory of the term of the control of the co

The Colors of the Color of the

# The bound of Arthur Man Successors

ternickenic ordinario Albaio Albaio. Bereinickenic alla antonic antonic antonic antonic and an ordinario and an ordinario and antonication of the community of

#### Very stell

obselie of size this the Greeks to but now of most greened gapens. This see this warm terms succeed to but a some soles of most apends at atmost tours com-California and this work was a succeed to be a soles of the company of the

- (A) La une
- ib) . The A becaused beginn
- rut 946
- for section in the second
- Zen interestas eximas senia .
- is) like a single deserved and the state of the second of

# property of the property of the second

OF KOLDE, No general.

#\*\*Fibre of the fit ellipses of the sockering problems of an elegant to anythe energy problems.

#\*\*Fibre of the fit ellipses all ##for bostor rector, and the general bolimaters of courts.

#\*\*Fibre bolimaters of the all the born of the social of the problem of courts or the fibre of the fibre

# Proceeding the Operations without at

and the second second second second or compared to the second sec

#### Prosecution:

1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

#### I. DEFINITIONS:

A boarding home for children is a private family home which accepts one or more children for care with or without compensation, except that this does not apply to the care of nieces, nephews, grandchildren, brothers, sisters, children for whom legal guardianship of the person is held, nor children for whom petition for adoption is being investigated.

A foster day care home for children is a private family home which accepts one or more children for care during the day only. This does not apply to the day care of nieces, nephews, grandchildren, brothers, or sisters.

A family parent and child home offers board and room, or room only, to parents and children, including, as a clearly defined part of the service given, care and supervision of the children while the parent is away at work or elsewhere.

#### II. FAMILY CONDITIONS:

- (a) It is expected that the family group of father and mother, particularly in twenty-four care, be complete except in unusual situations. In day care the foster father assumes less importance in the life of the foster child.
- (b) Both the father and mother must be of suitable age, education and temperament to care for children, and actively interested in their development. The foster mother must be able to accept the extra responsibility of a foster child without jeopardizing the development of the child, her own health, or the care she gives her family. All members of the foster family must be willing to accept the foster child as a member of the family group.
  - (c) A harmonious home life is necessary to give children emotional security.
- (d) The mental and physical health of each member of the family must be good. It is desirable that members of the family and any other child caring personnel have annual physical examinations, including chest X-rays. There shall be no mentally defective or incompetent person in the family or household, either child or adult.
- (e) The income of the foster family from employment or other resources must be reasonably steady and sufficient to maintain an adequate standard of living for the family as far as essential needs are concerned, exclusive of the income derived from caring for children.
  - (f) The foster mother should not be employed outside of her home.
- (g) During the absence of the foster mother, adequate supervision must be provided for the children. In any unusual absence of the foster mother from the home, the licensing or child placing agency shall be notified immediately, and if possible, in advance.
- (h) Twenty-four hour care and day care of children are each specialized services which should not be combined with each other or with care of the aged, with adult roomers or boarders, parents in residence with their children, or any other service. Only in unusual circumstances will exceptions to this rule be made by the State Department of Social Welfare or its accredited agencies.

foot tringuant

to the state of th

# racchiol al line

of activities as a first consensation of a fir

onn of the said to said the said of the sa

non property of the contract o

# in the Manager and the contract of the contrac

The section of the se

Larange to the first the control of the control of

in the second continue of the second continue

្រុះ ប្រើប្រទេស មាន បាន មាន ប្រែក្រុម ប្រើប្រាស់ និង ប្រើប្រុំ និង ស្រែក្រុម មាន ប្រែក្រុម មាន ប្រែក្រុម មាន ប ប្រជាពល មេ ស្រែក្រុម មាន ស្រុក ស្រុក ស្រុក ស្រុក ស្រុក ស្រុក ស្រុក ស្រុក មាន ស្រុក ស្រុក ស្រុក ស្រុក ស្រុក ស្រ ស្រុក សស្រុក ស្រុក សស្រុក ស្រុក ស្រ

Topic (1) to the same of the s

- which is a second of a this was resident from and (3)
- The later of the construction of the construct

- (i) It is expected that the foster parents will make it possible for the foster child to participate in the social and recreational life of the community appropriate to his age.
- (j) Each child of appropriate age shall be given opportunity to attend religious services and activities of his religious faith or that of his parents. When this is impossible because of absence of the denomination in the community or other causes, the religious training offered must have the approval of the child's parents or person responsible for placement. In day care where the primary responsibility for the child's religious training remains with his own family, the foster mother must respect the child's beliefs, and be observant of his religious training as to holidays, church attendance, diet, etc.
  - (k) Satisfactory references must be furnished.

#### III. COMMUNITY AND HOUSING:

- (a) The home should be in a residential or rural district (not commercial or factory).
- (b) The home must be in a district where the children can attend a school which is reasonably accessible. Consideration should also be given to the accessibility of the home for medical care, visits from parents, and licensing agency.
- (c) Homes are required to conform to housing, sanitation, and fire laws and regulations of the State.
- (d) In twenty-four hour care, a sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of window space: dimensions of sleeping rooms accommodating two persons should provide 810 cubic feet of air space, window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided. There shall be at least 3 feet between beds.

In day care, each room used for rest periods must have sufficient outside windows for adequate ventilation and sufficient floor space to provide at least three feet between beds.

- (e) In twenty-four hour care, children shall sleep in bedrooms and must be under close supervision and within call of an adult at night. No foster child shall sleep in a detacned building or in an unfinished attic, basement, stairhall, or room commonly used for other than bedroom purposes.
- (f) Children of the opposite sex over five years of age should not share a bedroom. In general, children should not sleep in the same room with an adult, Children should have individual beds. A double bed may be occupied on a temporary basis only, by two brothers or two sisters of suitable age when no health, behavior, or other reasons exist to make this undesirable and when special permission has been given by the licensing agency. Each bed must have a good spring, a clean comfortable mattress, and adequate bedding; for infants and bed wetters, rubber sheeting or satisfactory substitute must be provided.

In general, the use of bunk beds is considered inadvisable for safety, convenience, and health reasons. Two tier bunk beds may therefore be used only under the following conditions: beds must be constructed and equipped to offer comfort, sanitation, and convenience; there must be sufficient ventilation; children under eight years of age may occupy only a lower bunk. Bedrooms used by three or more children must have a 16 foot ceiling if bunk beds are used. No bunk beds with more than two tiers shall be used under any circumstances.

You for the expectation that the feet of the electric for the posesting the vone and the continuous for the electric designation of the electric designation.
Out of the expectation of the electric electric designation.

who still the call of the call

( figging ) and a kettle average for an eg, pot on a reverse

The same of the same

(Aprile 1996) construct has not conform to account interfering countries have been estimated.

the later that the transfer of the property of

(2) is integrations not core, the object of the production is not always and in a strong description of the control of the con

ကြောင့် သို့သည်။ သို့သည်။ အေသြောင်း သို့သော သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သည်။ မြိမ်းကြောင့် သည်။ အ ကြောင်းသည်။ သို့သည်။ သည်။ မှန်နေနေနေနေနေနေနှင့် သည်။ သည်။ သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သ ကြောင်းသည်။ သို့သည်။ သို့သည်။ များသည်။ သို့သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သို့သည်။ သည်။ မြိမ်းကြောင့် သည်။ သိ

GOODS BETTER AT BATER THAT RESIDENT OF SUCK AT A CONTROL OF SUCK AS A CO

ျပည္သည့္သည္။ မို႔ေတြကို ရွိေတြကို မို႔ေတြကို မို႔ေတြကို သည္။ မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတ လည္းသည္ မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မေတြကို မို႔ေတြကို မို႔ေတ လည္းသည္ မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မိ လည္းသည္ မို႔ေတြကို မို႔ေတြကို လည္းေတြကို သည္။ မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို လူသည္။ လူ နို႔ေတြကို မို႔ေတြကို မို႔ေတြကို လည္းေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို မို႔ေတြကို

In day care, children must have individual cots or beds for rest periods and must be under close supervision and within call of an adult. Beds used by members of the household should not be used by children for rest periods. Each bed or cot shall have clean, adequate bedding and for infants and bed wetters rubber sheets or satisfactory substitute must be provided. and sanitary way.

- (g) The home must have sufficient room to accommodate children in a comfortable
- (h) Rooms must be comfortably furnished and provision must be made for the proper care of clothing and personal belongings.
- (i) There must be adequate provision for the proper care and protection of food.
  - (j) The home shall be clean, and reasonably orderly.
- (k) Fire places and open-faced neaters must be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors.
- (1) Care must be taken to protect children from how accidents which might result from slipping rugs, unguarded stairs, improperly fired for electrical equipment; disinfectants; ant poison, etc., and fish ponds.
- (m) The home shall have yard space sufficient for a home playground. For toddlers an enclosed yard is preferable, if not enclosed, supervision to provide adequate protection at all times must be given.

#### IV. DIET:

- (a) The diet must be nutritious, adequate, and suitable for children of various ages. Licensed homes will receive pamphlets on food needs of children of various ages for the foster mothers' use. In day care it is wise to discuss with the child's own family the food served in his own home in order that this may be supplemented at the noon meal. The meals served in the foster home offering day care usually provide one-third of the child's needs, or more if a mid-morning or midafternoon meal is served.
- (b) Formulae for infants must be prescribed by a physician, preferably a pediatrician, and must be followed carefully.
- (c) Unless only commercially pasteurized milk is used, the milk supply should be from a source tested and found free from tuberculosis and Bangs disease, and should be home pasteurized. Instructions from the State Department of Public Health for home pasteurization are furnished by the licensing agency.
- (d) Because of the danger from food poisoning all home-canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is obtainable from the University of California Extension Service, Giannini Hall, University of California, Berkeley.

#### V. NUMBER AND TYPE OF CHILDREN:

(a) Since the foster home is primarily a family home, the number of children in the home including the children of the foster family under sixteen years of age, should not exceed six except with special approval of the licensing agency. This applies to both twenty-four hour care, day care, and parent-child care.

The Will! aged mad language to you see MyT at more than the second of the second o recults to a large the front to the state of ners, so the end attack paint included. It is not to the connection of the following for the feet of the connection of t THE MENT WAS A MAKED THE CONTRACT OF THE PARTY OF PROPERTY. the state of the properties of the properties of the properties of the state of the one promise the constant of th 12. 11. ser sergeral act. the course was and the contract of the contrac In day come, calle was now individual cote on 1.2° for reas periode and with the back now individual cote on 1.2° for reas periode and with the back named by many or and an edition, so in the call of many or and an edition of the collection of the new or and an edition of the collection of the colle

The Add must on matrices for the for oblighmen or an index of the additional or an index of distribution of the form of the forest of the form of the

Tennes (1904) and significant to a significant to a bakerapart to a section to a bakerapart to a section to a

De laction of States and South and S

propertied in accordance with economic and the control of the cont

# A TALES AND THE OF DELIGIOUS.

And the second s

(b) Age and sex of the children for which the home is licensed will be determined by consideration of the sleeping quarters and other factors affecting the safety and welfare of the children.
(c) The number of infants under two years of age, including infants of the foster mother's own family, must be strictly limited. More than two infants under two years of age, or other children in addition to the two infants may be cared for

only if there is regular and adequate assistance in either the care of the children or in household duties. However, no more than four infants may be cared for in any home at any one time except under unusual circumstances and with special approval of

- (d) No mentally defective or epileptic children may be accepted. Responsibility for licensing homes for children of this type rests with the State Department of Mental Hygiene.
  - (e) The foster mother must keep within the limits of the license issued her.

#### VI. HEALTH AND MEDICAL CARE:

the State Department of Social Welfare.

- (a) It is desirable that each child have a physical examination including laboratory tests where indicated, before admission to the home, and be re-examined at least annually. All children should be immunized against diphtheria, and vaccinated against small pox, and children under six should be immunized against whooping cough. Infants should be under continuous health supervision and should be seen by a physician no less than once a month. It is desirable that health clearance, information and instruction from the physician for home care and return visits be given to the foster mother in writing. The foster mother should be supplied with information on past illnesses and present health of the child and any particular medical or health problems such as allergy, etc.
- (b) The foster mother should have a clear understanding with the person or agency placing the child as to notification of illness of the child, attendance at well baby clinics, and arrangements for medical care. A signed medical consent form should be secured to make emergency medical attention possible.
- (c) Any child showing signs of illness must be immediately segregated from the other children.

#### VII. GENERAL CARE OF CHILDREN

- (a) Each child must have his own individual comb, toothbrush, towel, washcloth, and other necessary toilet articles, and he shall be trained in their proper uses. Training in personal hygiene and cleanliness shall be given.
- (b) Children shall not be required to do work other than simple home duties which do not interfere with school, health, and necessary recreation.
- (c) Work Homes: Older children placed in foster homes which are also work homes may be employed only as permitted under the school and labor codes.
- (d) Children must attend school as provided for under state law. Children should be encouraged to obtain the maximum amount of education possible in keeping with their ability and in consideration of possible future vocations.
- (e) Foster parents should consult with the licensing agency for information concerning placement of children. Foster parents should make definite arrangements before placement, with the parents or agency responsible, regarding payment for care, clothing, medical and dental care, personal effects, school expenses, and allowances.

The and sex of his wildren fall willed to the the history of the control of the c In the continue of the state of ini on record to a series of the series of t .egologi Lole continue of the state of the st sant; At London The second section of the second of the second seco Acceptance with the second entropies in the following section of the section in the section of the section o Sarronow islands on them.

The constant is a second of the constant in the con na proposition de la company d The some substitute in a second substitute of the second seco nariant policy of the case of the control of the co To The William Collins of the Collin the contract of the contract o The state of the s est men't bet men so mentalle. Lo angle Bristen to the Charles to the Alleria . It ber aroleness louis (louistreastynte, laubrille) ass els ess (el jeri and district the constitution of the said of the said to the constitution of the construction of the const (a) Unitates, sheet a particular of the design value of the flats, see this is and the transfer was especially and the control of the transfer as a control of the control of t Words Foundation of the contraction of the contract the second state of the second ilido ..... Obilidose sus combinados de la compansa The defending of the second of closules, and tone and control days, polaris ellects, actor or landed and the

(f) Foster parents should consult with the licensing or child placing agency for advice on problems of behavior in children. Corporal punishment is not permitted.

#### VIII. REPORTS:

(a) A register shall be kept by the foster mother which includes the following:

The name of the child
Last previous address
Age
Rate of Care
Date of removal of child from home
Reason for removal

Nearest of Kin
Mother's maiden name
Name and address of person
responsible for care and
maintenance
Name and address of person
making removal

A record of the children cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as children are accepted and discnarged from the home may also be required of the foster mother.

- (b) The foster mother should require parents to keep her informed of changes in address, and how they may be reached during hours of employment.
- (c) The death of a child must be reported in writing to the licensing agency within forty-eight hours.
- (d) Illness of a child should be reported at once to the child placing agency or person responsible for his care.
- (e) Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

#### IX. ADVERTISING:

Foster parents intending to advertise care for children should exhibit their license to the newspaper which is requested to see such license before publishing an advertisement.

(F) Footer persons amuld coroult with in licensing or child planting as non --

# III o Telebrition

, injert the content of the content

TWKPIC I. ..

Landon Graffer

esise, and ma

was and a balance of percent

coelings. The los one age

Mar Ministration and Market Services

The rest is the rest of the contract of the co

- ing in the second of the secon
- Wile .

remarkably and a supply of

- on 1999, got see a Tringle of expansive to set mather than the se
- The control of the control of the first of the control of the cont
- in the exist and now principle persons on the second of emblacement.

  (4) And the second of the seco
- artina (ak etating pama). To little enega se engga pemalahan alam kenggapan 120 pak telapagan 120 pa
- the the second of the comment of the second of the control of the comment of the
- THE COMMENT IN A TOWARD TO LESS THE CONTRACT OF THE CONTRACT O

# 

- yes. Themse intending to might be the constitution named with it the iv - yes and permission union is that the constitution is the literate between guidenties on - in literate between guidents on · appendix

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

616 K Street, Sacramento

Room 1101 Washington Building, 311 South Spring Street, Los Angeles

995 Market Street, San Francisco

DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR PRIVATE HOMES FOR AGED PERSONS (Revised July, 1946)

August

#### FOREWORD

These standards are devised by the State Department of Social Welfare to guide operators and licensing agencies in providing for the aged person who lives in a private home on a board and care basis with care which embodies adequate physical care, safety, and comfort, and care in a manner which maintains the personal dignity of the aged person and which is conducive to his peace and happiness.

PROVISIONS OF THE WELFARE AND INSTITUTIONS CODE REGARDING HOMES FOR THE AGED

#### License Required

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (Sec. 2300.)

#### Regulation and Inspection

"The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member of any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service." (Sec. 2301.)

#### Expiration and Renewal of License

"A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance." (Sec. 2303.)

"Application for renewal of a permit or license shall be filed ten days prior to its expiration. If such application is not so filed, such license or permit is automatically cancelled." (Sec. 2304.)

#### Transfer of License or Location

"No license shall be transferred. Neither the location of any institution, boarding home or other place specified in Section 2300, or the place of

performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service." (Sec. 2306.)

#### Register

"Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for: (a) Name. (b) Last previous address. (c) Age. (d) Nearest of kin. (e) Mother's maiden name. (f) The person responsible for his care and maintenance. (g) Such other data as the State Department of Social Welfare requires." (Soc. 2307.)

#### Deaths and Changes in Home

"Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued." (Sec. 2308.)

#### Penalty for Operation Without License

"Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in Section 2300 of this code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in Section 2301 of this code, is guilty of a misdemeanor." (Sec. 2309.)

#### Prosecution

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (Sec. 2310.)

#### LIFE CARE

#### Certificate of Authority Required and License for Care of Aged

"Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this division." (Sec. 2350.)

#### Penalty for Operation Without Certificate of Authority

"Any person, association, or corporation that maintains, enters into, or, as manager or officer or in any other administrative capacity, assists in maintaining

or entering into any agreement providing for transfer of property, conditioned upon an agreement to furnish life care to the transferor or his nominee. without first having secured a certificate of authority therefor in writing, or refuses to permit or interferes with the inspection authorized in this chapter, is guilty of a misdemeanor." (Sec. 2359.) I. DEFINITIONS (a) An aged person is defined as one who has reached the age of 65 years. (b) A private home for aged persons is a residential family home which accepts for board and care from 1 to 15 aged persons who are not relatives of the operator of the home. (c) An institution for aged is a home which accepts 15 or more aged persons or which is so organized or administered that its service is essentially institutional in character, regardless of the number received for care. Information regarding standards and rulings for institutions will be furnished on request. II. JURISDICTION OF OTHER STATE DEPARTMENTS (a) State Department of Public Health Facilities which admit the bedridden person and those which provide chronic or convalescent care to persons because of prolonged physical illness or defect, or during recovery from illness or disease, are within the jurisdiction of the State Department of Public Health. (b) State Department of Mental Hygiene Licensing for the care of alcoholics, drug addicts, insane, mentally deficient, and epileptic persons is under the jurisdiction of the State Department of Mental Hygiene. Such persons shall not be admitted to a home for the aged. Persons suffering from senile psychoses (real mental disorders of old age) shall not be cared for in a home for the aged. The senility manifested in loss of memory, mild disorientation, and other mild symptoms may not disqualify the person for care in a home for the aged. III. MANAGEMENT AND STAFF (a) The person in charge shall be of suitable age, education, training, experience, character, temperament and condition of health to provide care and comforts for aged persons, and shall have an understanding of the needs of the aged. Satisfactory references must be furnished. (b) In the smaller homes the operator shall give full time to the care of the aged or additional staff shall be employed as needed to maintain a continuous high standard of care. (c) During the absence of the operator, a qualified person must be left in charge. (d) Each aged guest must be within call of an attendant at night and the staff must at all times of the day or night be adequate to safeguard the guests in an emergency. - 3 -

(e) Staff must be sufficient to attend to the personal hygiene of aged guests unable to care for themselves without such assistance, and must be sufficient to care for guests who need assistance in maintaining personal cleanliness. (f) Parolees of state hospitals shall not be employed to give personal care to aged guests, and such parolees may be employed at other duties only if constant and adequate supervision is given the parolee at all time. A parolee shall not be given responsibility for the home during the absence of the operator or other staff members. (g) There should be no small children or adolescents in the home, either as members of the family operating the home or as foster children. IV. HOUSING AND HOUSEHOLD EQUIPMENT Conformity to State Laws and Regulations (a) Homes shall conform to state laws and regulations with respect to housing, sanitation and fire safety. (b) Location The home should be in a residential or rural area (not commercial or factory) where physically active guests may participate in the religious, social, and recreational life of the community. (c) Grounds The home should have yard space and easy access to the outdoors, away from traffic. (d) Room The home must leave sufficient room to accommodate the aged in a safe, sanitary, and comfortable way. (e) General Safety 1. Care shall be taken to prevent home accidents resulting from slipping rugs, slippery floors, unguarded stairs, improperly guarded heaters, etc. 2. Stairways, inclines, ramps, open porches and fire exits must have hand railings and be well lighted. Special facilities shall be provided for the safety and guidance of the blind. 3. The master key of all rooms locked on the inside by guests shall be kept where any staff member can find it in an emergency. (f) Detached Buildings The use of detached cabins or cottages shall be approved only when restricted to the care of the active and able-bodied, and additional staff and the installation of a signal system or other measures for the safety and comfort of the aged guests may be required by the licensing agency. (g) Living Room 1. There should be a well-lighted and heated living room for the use of aged guests, comfortably and attractively furnished, and equipped with - 4 -

recreational facilities suitable for the aged, unless all sleeping rooms are equipped as private sitting rooms by choice of the guests. 2. There should be a place where guests may talk in private with relatives, friends, clergymen, etc. (h) Sleeping Rooms 1. Aged persons shall not sleep in an unfinished attic, basement, stair hall, or room commonly used for other than bedroom purposes. 2. Two or more aged may share a bedroom if they are congenial and the size of the room provides sufficient air space and sufficient living space for comfort.

- 3. Two aged persons shall not occupy the same bed, except married couples who prefer that arrangement. Even then, another bed should be available in case of
- 4. There shall be at least three feet between beds.
- 5. Each bed shall be furnished with good springs, a clean comfortable mattress, adequate light warm bedding, and when necessary, rubber sheeting or a satisfactory substitute.
- 6. Bedrooms must be adequately and comfortably furnished and lighted with suitable provision for the proper care of clothing and personal belongings.
- 7. A sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of window space. Sleeping rooms accommodating two persons should provide at least 810 cubic feet of air space, and window space equal to 1/8 of the floor space. For three or more persons, 500 additional cubic feet per person should be provided.

A window opening on an enclosed porch is not an adequate substitute for an outside window.

(i) Heating Equipment

illness.

- 1. Heating equipment must be adequate to provide warmth as needed by the aged guests.
- 2. Fire places and open-faced heaters must have screens.
- 3. Gas heaters shall be vented and installed with rigid pipe connections.
- 4. The use of kerosene heaters in bedrooms are undesirable for safety reasons.
- 5. Precautions shall be taken in the use of electric heaters in bathrooms to avoid the possibility of electrocution.
- (j) Fire Safety Requirements
- 1. No non-ambulatory guests shall be housed above the first floor of a nonfireproof building. (An ambulatory guest shall be considered to be a person

capable of leaving the building without assistance of any type in the event of an emergency.) 2. No aged person shall be housed above the second floor of a non-fireproof building. 3. Each floor of any building must have at least two exits. 4. Each exit must be so constructed and located that it can be reached by any occupant of the section of building it is intended to serve without passing through flames or smoke which might be coming from stair wells, halls, or other openings. 5. Additional requirements may be imposed when fire hazard is deemed to exist. (k) Bath and Toilet Facilities 1. Bath and toilet rooms must be sufficient in number and conveniently located. Bath facilities should be provided at a ratio of at least one to each twenty persons, and toilet and wash basin facilities at a ratio of at least one to each seven persons. 2. Bath and toilet rooms must be kept scrupulously clean and free from odors. Floors must be painted or otherwise rendered non-absorbent. 3. Hand rails should be provided if needed by guests near the bath tub or toilet. 4. A shower with a stool and handrailing is more convenient than a tub for some guests. 5. Toilet vessels must be removed promptly and kept free from odor and discoloration. 6. There shall not be a communicating door between a toilet and kitchen or other room in which food is stored. Toilet vessels should not be carried through kitchen, pantry, or dining room. 7. Wood commodes and toilet chairs must be painted or enameled to insure sanitary condition. Metal chairs are preferred. (1) Housekeeping Housekeeping shall meet an acceptable standard of cleanliness, orderliness, fresh air in rooms, and absence of offensive odors. V. HEALTH AND MEDICAL CARE (a) It is desirable that members of the family and the staff have an annual physical examination. (b) The operator should require each guest to obtain a physical examination before admission to the home, and it is desirable that each guest be re-examined annually. Persons suffering from tuberculosis or any other contagious or infectious disease shall not be cared for in a home for aged. (c) At the time of admission to the home, arrangements should be made between the operator and the guest, or the person responsible for his maintenance, in - 6 -

regard to the physician to be called in case of illness, and payment for drugs and professional services. (d) A physician shall be called at the onset of illness. Mursing care shall be provided as needed in the case of temporary illness, or the patient shall be transferred from the home. (e) Drugs and medicines prescribed for one person shall not be administered to any other guest or patient. (f) Rubber sheets or satisfactory substitute, frequent changes of linen, bod pans, hot water bottles, bed lights, back rests, book rests, trays, and other equipment shall be provided as needed for the care, comfort, and safety of guests during temporary illness. VI. FOOD SERVICES (a) The diet shall be nutritious, adequate, and suitable for the aged. The licensing agency will supply each operator with leaflets regarding food needs of the aged. (b) The manner of serving food shall be inviting and attractive; service in a dining room is preferable because of added enjoyment and sociability. (c) Foods served shall be easily masticated and easily digested for those guests whose absence of teeth or use of dentures makes this a consideration. (d) While due consideration should be given to long established food habits and the preferences of aged persons, guests should be encouraged to accept a nutritious and well-balanced diet. (e) There shall be adequate provision for the proper care and protection of food, and the proper preparation and serving of meals. (f) Because of danger from food poisoning, all home canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is available from the University of California Extension Service, University of California, Berkeley. VII. RECREATION The operator should encourage and make possible social and recreational and religious activities appropriate to the individual interests and physical condition of the guests. Participation in such activities should be voluntary. VIII. RESTRAINT PROHIBITED (a) No form of restraint shall be used in caring for any aged person. Likewise, no sodative shall be given in lieu of restraint. (b) The use of any appliance to confine a patient to a bed or chair or to deprive him of the use of his arms, hands, or feet, is strictly forbidden. (c) Patients who cannot be cared for without the exercise of physical restraint should be removed from the home or application should be made to the State - 7 -

Department of Mental Hygiene for license to operate a home for mental patients. The inclusion of such patients in a home subject to the licensing jurisdiction of the State Department of Social Welfare is prohibited. (d) No aged person shall be locked into his bedroom by day or night. (e) Windows shall not be barred or closed by any screen heavier than ordinary fly screening. IX. SUPERVISION (a) An attendant should be available at all times to look after patients who are unable to care for themselves or who may wander away or become lost, or such patients should be transferred from the home. It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost, but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places. (b) The senile aged must be treated with respect, their peculiarities should not be discussed, and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, increasing their confusion through anxiety. X. NUMBER AND TYPE OF GUESTS (a) The license will specify the number, sex, and physical condition of guests (ambulatory or non-ambulatory) who may be cared for. In accepting aged persons for care, the operator must keep within the limits of the license issued to her. Limitations on the number and type of guests will be determined by consideration of housing conditions, equipment, number, qualifications of staff, and other factors affecting the safety and welfare of the aged guest. (b) Care of the aged is a specialized service which should not be combined with service to other groups. However, exceptions may be made as indicated herein. (c) Boarders or roomers who are not aged may be received if housing is suitable and their presence does not conflict with the comfort and interests of the aged guests. (d) Blind persons may be received if housing and staff are adequate. XI. FINANCES (a) The net income from all sources must be regular and sufficient to maintain a comfortable standard of living in the home, including abundance and variety of food, warm rooms, clean linen, and necessary attendants. (b) Financial records and reports are not routinely required of operators (especially for the smaller private boarding homes for aged). However, in the - 8 -

interests of the aged persons under care, financial accounts and reports may be required. Special requirements as to records and reports must be met for those homes entering into agreements for life care or care for a period of more than one year. (Sec. 2350.) XII. RECORDS AND REPORTS (a) A register shall be kept by the operator which includes the following facts concerning each aged person received or cared for: Name Mearest of kin Last previous address Mother's maiden name Person responsible for care and maintenance It is advisable to include in the register the amount of the fee and the dates of admission and discharge or death. A sample register page will be furnished on request.

A record of aged persons cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as aged persons are accepted and discharged from the home may also be required.

- (b) The death of an aged person in the home must be reported in writing to the licensing agency within 48 hours. Forms for this purpose are provided by the licensing agency.
- (c) Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

#### XIII. ADVERTISING

Persons intending to advertise care for the aged should exhibit their license to the newspaper which is requested to see such license before publishing an advertisement.

LOS ANGELES OFFICE

WASHINGTON BUILDING

311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE

DAVID HEWES BUILDING

995 MARKET STREET

(3)

Karl Warren Covernor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 August 26, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHA'M 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

STANDARDS FOR DAY CARE OF CHILDREN (Revised August, 1946)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5 Attachments

MAGROUNDWARR

13.6 AUG 27 PM 3 14

SACRAMENTO, CALIF.

Certified as a Regulation (or as Regulations) of the (Signature (Date

axic 103-1620-1621

#### STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE
616 K Street, Sacramento
995 Warket Street, San Francisco
Washington Building, 311 South Spring Street, Los Angeles

FILED
In the office of the Secretary of State

of the State of California

STANDARDS FOR DAY CARE OF CHILDREN (Revised July, 1946)

august,

AUG 271946

FRANK MOORDAN, Secretary of State

Assistant Secretary of State

# FOREWORD:

These standards apply to facilities established as commercial enterprises for the day care of children in groups, to day care facilities operated by employers for care of children of employees, and to other enterprises of a similar nature. (Other standards are applicable to day nurseries of a religious, benevolent, or charitable nature, to community projects established for the care of children of working mothers, and to foster-family day care homes.)

The standards are a concise statement of the basic elements which give protection to children in group care and which foster normal physical, mental and social development. The day care facility provides the child physical safety, health protection, and a schedule of daily activities designed for the purposes of enjoyment, habit training and normal development.

## PROVISIONS OF WELFARE AND INSTITUTIONS CODE:

#### Need for License:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

#### Regulation and Inspection:

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

#### Expiration and Renewal of License:

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

#### Transfer of License or Location:

lo26. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

## Register:

- 1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:
  - (a) Name
  - (b) Last previous address
  - (c) Age
  - (d) Nearest of kin
  - (e) Mother's maiden name
  - (f) Person responsible for his care and maintenance
  - (g) Such other data as the State Department of Social Welfare requires

#### Deaths and Changes in Home:

1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

#### Penalty for Operating Without License:

1629. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in section 1621 of this code, is guilty of a misdemeanor.

#### Prosecution:

1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

#### PERSONNEL:

Each member of the staff must be in good physical and mental health.

All child-caring personnel must be persons of good character, and adapted by temperament to work with children. They should have a genuine liking for children and a sympathetic, intelligent understanding of the needs of children and be warmly interested in their development.

There must be a director or person in charge who shall be responsible for the administration of the day care facility. The director should be a professionally trained person with educational background and training in one of the professional fields relating to child care. She should have a knowledge of child development and experience in the care and training of groups of children.

There must be a person capable of substituting for the director at any time.

There must be capable adults of a sufficient number to assure constant and adequate supervision of the children. The number of children who can be adequately supervised and cared for by one person depends upon a number of factors, such as the physical plant and its equipment, the ages of the children, and the demonstrated ability of the staff in handling groups of children. The following ratio of children to staff is usually adequate: 8 to 12 children ages 2 to 4 per attendant, and 10 to 20 children ages 4 to 6 per attendant.

There must be an adequate number of capable persons for housekeeping and maintenance to insure proper planning of menus and proper preparation and serving of food, and to maintain the plant in a safe and sanitary condition.

## PLANT AND EQUIPMENT:

# Compliance with State Laws and Regulations:

The plant and equipment shall conform to the housing, sanitary, and fire safety laws and regulations of the State.

#### Location:

The building should be easily accessible to the homes of the children whom it serves.

#### Grounds:

There must be sufficient grounds to provide ample outside play space for recreation purposes. The grounds must be so situated as to provide maximum sunlight and good air. There shall be ample shade. The play space must be suitably surfaced and have good drainage. There should be an enclosed yard; if there is not, adequate constant adult supervision must be provided at all times.

#### Indoor Play Space:

There should be sufficient indoor play space. The play rooms must be sunny and well ventilated,

#### Accommodations for Rest Periods:

Provision shall be made for daily rest periods for children under 5 years of age. Rooms used for this purpose shall have adequate ventilation. During rest periods, children shall be under supervision and within call of an adult.

Children shall have individual beds for rest periods. Beds should be spaced at least three feet apart. Each bed shall have clean, adequate bedding. Rubber sheeting, or satisfactory substitute, shall be used for enuretics. Each child's bedding must be kept separate. Beds used by staff or members of the household should not be used by children for rest periods.

and the state of t

The state of the s

- The bar goldcenstive to second ofdered to rether evelopes as of term office.

The transfer of the second of the second to the second of the

CONTROL ACTUAL TO A CONTROL OF

Levelda Logic days, areal of the other sound level

profess ent tone equipment to the tone tone and the profess and the profess and the profess of t

Locations

erediced distinction and being and erediction of artistation of reference and artistation and

Some with me and to extract country to provide the place of the place of the endiance of the endiance of the endiance of the end of

leased well teshel

The vent to safficient inteer play epace. The play rooms will be owner and

\* DATE OF STREET OF STREET

To make the contract and the contract of the c

ton activities even line one aborded ton act in a livelicities even line activities of the contract of the con

In general, the use of bunk beds is inadvisable for safety, convenience and health reasons. No bunk beds with more than two tiers shall be used under any circumstances for the care of children. Two tier bunk beds shall be allowed only when the following requirements are met:

- 1. In rooms used by three or more persons, the ceilings must be 16 feet in height.
- 2. Beds must be so constructed and equipped as to offer comfort, sanitation, and convenience.
- 2. There must be sufficient ventilation.
- 3. Children under 8 years of age may occupy only a lower bunk.

## Care of Clothing:

Adequate provision must be made for the care of clothing and personal belongings, preferably through the use of individual compartments or lockers.

## Housekeeping Facilities and Standards:

The day care center shall be clean and reasonably orderly.

There must be adequate provision for the preparation, serving and storage of food. A high standard of cleanliness and sanitation must be maintained in the handling of food.

## Sanitary Facilities:

Drinking water shall be readily available. Individual cups should be used where sanitary drinking fountains are not provided.

Separate enclosed toilet facilities for boys and girls should be provided if school age children are cared for. There should be a minimum of one toilet to ten children and one wash basin to 8 children. Toilets and wash basins should be of suitable height and size so as to be used easily by the children, or steps for young children should be available. There should be one bath tub.

#### Isolation Room:

A room with toilet facilities must be maintained, entirely separated from the other rooms, for the isolation of any child who develops any symptoms of illness during the day. This room must be adequately provided with heating, lighting, and ventilation. This isolation facility is designed to care for a child only until the parents can call for him.

#### Heating:

The day care center shall be adequately heated. Fireplaces and open-faced heaters shall be protected by adequate screens. Gas heaters shall be vented and installed with permanent connections and protectors.

#### NUMBER AND TYPE OF CHILDREN:

In accepting children for care, the day care institution must keep within the limits of the license issued by the State Department of Social Welfare. The license specifies the number, sex, age, and other limitations as to the children who may be cared for.

Mentally defective or epileptic children shall not be accepted into institutions caring for mentally normal children.

Day care and 24-hour care of children are specialized services which should not be combined with each other. Only in unusual circumstances will exceptions to this rule be made by the State Department of Social Welfare.

Infants under 2 years of age shall not be accepted for care. There are not only particular health hazards in the group care of infants, but also hazards to normal physical and emotional development. If day care of infants out of their own homes is necessary, this service should be provided in carefully selected and supervised foster family day care homes.

## RECREATION:

Since play is the most important part of a young child's day, an assortment of play materials and equipment should be provided which will offer a wide variety of play experience. Emphasis should be placed on material which will stimulate activity on the part of the child rather than on mechanical toys which will suggest only routine use. Sandboxes, swings, wheel barrows, kiddie cars, together with an assortment of boxes, boards, and blocks which children can use for building purposes will be found useful for the out-of-doors. Crayons, pencils, spools, blunt scissors, scratch paper, scrap books, and building blocks are useful for indoor play. Play equipment must be of safe construction adapted to the age of the children.

Play periods should be planned for in the day's program. Weather permitting, these should include as much time as possible out-of-doors. There should be time both for physical activity and for quiet enjoyment, such as looking at picture books, listening to stories, etc.

Children should be segregated by age groups in order to facilitate training and development.

#### HEALTH PROTECTION:

#### Pre-admission Examination:

Day care institutions shall require for each child, prior to admission, a doctor's certificate stating that the child is free from communicable disease. This certificate shall be kept on file during the period of the child's enrollment in the facility.

It is desirable that each child be given a thorough physical examination and that the physician's findings and recommendations be given to the day care facility, in order that the daily activities of the child may be regulated in accordance with his physical condition. Each child should be given a complete re-examination at as frequent intervals as deemed necessary by the admission examination.

All children should be immunized against diphtheria and vaccinated against smallpox, and children under 6 years should be immunized against whooping cough.

#### Daily Inspection:

There must be daily inspection of each child by a qualified person as the child enters the day care center and before he has mingled with the other children. If a graduate nurse is not provided, the person making the inspection should receive instruction from a physician or a nurse as to how the inspection should be made.

entertine the enterties of the contract of the the some of the contract of th STATE OF THE STATE Angelia nounce inapper to the production of the contract of t A SECTION OF A SECTION 小线 地位 物种型 经未产品 a the gradestance and the control of the state of 11 25 20 11 15 CE 17 an come a series de la come de la come a la come de la · jo relegio paga process or or space to trace e l'origine o l'experimentation de l'experimentation de l'experiment anorth Shart The party of the same of the rate derived the bendular the call he cannot be approximated to has been a man account about regulated for comprehensive groups of standards SELECTION OF SELEC 102... distributions. 。 1997年 李祖老帝朝,张明皇帝皇帝,李祖王曾被马克在自然的时间之后,他也是一个人的战争,不是在他的战争,不是一个女子的人的战争,是这种人的人的人的人的人的人 and the contraction to the contract of the contraction of the contract · Not althoral attracts an ignor after of factors of the component of the property of the component of CONTROL DESCRIPTION OF THE PROPERTY OF THE PRO ps comma relative to a spo bay-act-gooder to accommon occupate accommon of the adversary season of the adversary actions and accommon accommon actions and accommon acco no a men more contrate of infected interpretations, against a record contrate of the contrate bied analysisses report to attach be brused as the star error arm arm and the search and deposit the second of the second of the control of the second second of the second there that he saw boat dependent persons to a repay collide only, by presented State of the state of the SUPERIOR CHRIST CONT. SPEE and an interest of the contraction and the contraction of the contract adherous were undergony year political fit has been be expense one of cours and tilend borrentyer meren branche se pre times, serie og sitteres des etter branche en bliken and the control of th THE POLY TO CHARGE CAPE OF CLALAR AND SINGLALISM SETTING WILLIAM SECTION WILLIAM SECTION SECTI atal Helfary. one to the contract and the contract of the co the state of the s grander of the state of 11.20. or percentage to obligate children shall not the actual state.

Parents should not be permitted to drop their children off on the grounds, but should bring them direct to the office or reception room and should not leave until after the child has been inspected.

### Health Clearance after Illness:

The day care institution will provide added protection for children if a health clearance from a doctor is required before a child is re-admitted when absent due to illness of himself or a member of the family.

#### Isolation:

Any child showing signs of illness shall be promptly isolated until arrangements can be made to send him home.

## First Aid:

Provisions shall be made for emergency first-aid. The medicine cabinet should be out of reach of the children and should be locked at all times. The contents of the cabinet may depend upon the person administering this aid and on the accessibility of a nurse or physician.

## Arrangements and Consent for Medical Care:

The director must at all times have current information as to how and where the parent or guardian may be reached in the event of illness or accident requiring immediate attention. There should also be provision for medical attendance in the event of emergency. The name and address of the family doctor or clinic should be secured.

The day care institution should secure from the parent or guardian a signed medical consent form to make possible emergency medical and surgical care in case the parent is not immediately available.

#### Training in Personal Hygiene and Cleanliness:

Individual combs and tooth brushes, towels or paper toweling, and other necessary toilet articles must be arranged for, and each child shall be trained in their proper use. Individual compartments should be provided so that each child's toilet articles may be kept separate. Liquid soap or individual cakes of soap for each child must be used. A bottle with the type of top used for sprinkling clothes may serve as a cheap substitute for the liquid soap container.

#### Examinations of Staff:

A complete physical examination of all staff prior to employment, or a physician's statement of freedom from communicable disease, is desirable.

#### FOOD:

Food should be nutritious, adequate and adapted to the ages of the children. It should be well prepared and attractively served. Only pasteurized milk shall be used.

It is wise to discuss with the child's own family the food served in his home in order that this may be properly supplemented at the noon meal. The meals served in the day care center usually rpovide about one-third of the child's daily needs, or more if a mid-morning or mid-afternoon lunch is served. Children who are very active or underweight benefit from a mid-morning and mid-afternoon lunch of fruit, fruit juice or milk, but this should not be given if it destroys his interest in his regular meals.

-6-

besette in tio grap with he seemed the grap areas of errors of elegand indicates and the services of the contract of the contr THE RESERVE OF THE PROPERTY OF el a kin-a que inflationers. Les ausresse and hilbert chan proclations constituent que les est des an eine constituent. te ent of reach or the billion on charge of loaned of his other, the contents of 推出的企作中文化自由,但100万万,为他,其即称中,是1012、6002年,在2012年的第二个,是1012年,2010年,并2012年,1012年,1012年,1012年,1012年,1012年,1012年,1012年 one to the about the adding of Alimen whole to prospely feeleted rates and many and The transfer of the second sec the state of the second TO ASSESSED AND THE PROPERTY OF THE PARTY OF THE 1.50 1.4,500 the property of the supplied of the supplied of Ministral de maistre e de la lagracia. actions are districtly to be a likeline. Throws were in the property of the property of

1. 1. 14. 14. 11. 

The control of the co The state of the s deaden men gregon man pagental en bedage en bedage problem and and any of the contract of the the easter article. The se arranged for an extensive form The first the second of the second A CALL TOUR ENDERSON OF THE STATE OF THE STA

. Ny santana amin'ny tanàna mandritry ny taona amin'ny faritr'i Augustia. Ny taona ao amin'ny faritr'i Augustia 

group tangery of the first search of the first search of the transfer of the is the entry of the set, of the confidence and the section of the confidence of of december of the first terms the contract of

or ordorestent. Company of the contract of The state of the second of the second of the

karin anne de mind er et byge benedet an et byde biske it in 1900 in 1900 in 1900 in 1900 in 1900 in 1900 in 1 Banke i de grafie belede i de grafie i karin et byde i to the second of strings of the strings of addition for a section in the section of the control of the co in all their term constitution of the constitution of the constitution of the constitution of the The second of the team rest. The second THE PROPERTY AND THE POST OF THE PROPERTY OF

The State Department of Social Welfare furnishes, free of charge, leaflets regarding food needs of children of various ages.

#### DISCIPLINE:

There shall be no corporal punishment. The goal of discipline is to instill self-discipline rather than control through fear or blind obedience. Discipline, to be effective, must be fair, reasonable, consistent, and must be related to the offense.

## RECORDS AND REPORTS:

#### Register:

A register shall be kept which includes the following information for each child admitted to the day care institution:

- 1. Name of the child.
- 2. Age of the child
- 3. Home address
- 4. Nearest of kin
- 5. Mother's maiden name
- . Name and address of person responsible for care and maintenance of child
- 7. Rate of care
- 8. Date of removal of child from institution
- 9. Name and address of person making removal

The day care institution should require parents to report immediately changes in home address, place of employment, telephone number, in order that the parents can be reached in case of emergency.

## Daily Attendance:

A daily attendance record shall be maintained.

The day care institution shall make provision for the daily personal reception of the child from the parents and for dismissal to the parents, or to the person designated by the parents to accompany the child to and from the institution. Parents should be required to take the children direct to the office or reception room, where the daily admission record is maintained, and to call for the children at the designated place where the daily discharge record is maintained.

#### Notice of Death:

The death of a child in a day care institution shall be reported in writing to the State Department of Social Welfare within forty-eight hours.

#### Change in Address or Management:

Any change in the management or address of the day care institution nullifies the existing license, and a new application must be made at once for another license.

: [ 0., : terrest of the property and a consequence make be have by analytic amorals property word, crowde gar ere respectively of anyther of the day one the first property of THE REPORT OF THE PARTY OF THE en la antenna de la completa con energia que aporte al perior en contractor en contractor de contrac THE PARTY OF THE P DELINE THE STATE OF THE STATE O TO THE ALL PROPERTY OF and the first term of the second representation of the second of the sec of the second section of the second It is the as and anyther minimized on the same and the state of the same and the same of th 2000年度<del>年代</del>代表。1999年 STERN SHOW THE REPORT OF THE PARTY OF THE

LOS ANGELES OFFICE

WASHINGTON BUILDING

311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE

DAVID HEWES BUILDING

995 MARKET STREET

(3)

#### STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 August 26, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD
BEN KOENIG CHAIRMAN

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 281 (EA) DEPARTMENT BULLETIN NO. 282 (WS) DEPARTMENT BULLETIN NO. 283 (WS)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

mollenley

63:b5 Attachments

RECEIVED SAGRAMENTO, CALIF. FRANKM. JORDAN

Certified as a Regulation (or as of the Regulatic (Signature

WHIC 103, 113, 114, 145, 116, 120, 120.5

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET EARL WARREN

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento
July 31, 1946

FILED

in the office of the Secretary of State of the State of California

AUG 271946

FRANKAM. JORDAN, Secretary of State

Assistant Secretary of State

DEPARTMENT BULLETIN NO. 281 (EA)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Termination of

Statistical Reporting on Enemy Alien Program

Because of the termination of the Enemy Alien Program, effective June 30, 1946, it will no longer be necessary for counties to submit Monthly Statistical Reports on Services and Assistance to Enemy Aliens and Other Personsin Need Because of Restrictive Action of the Federal Government (Form WS-7).

Counties will continue to submit, until further notice, the following reports:

Monthly Statistical Report on Civilian War Assistance (Form WS-6) Monthly Statistical Report on County Aid to Persons of Japanese Ancestry (Form GR-238)

Very sincerely yours,

Cu Water Dang

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Certified as a Regulation ras
Regulations) of the

(Signature)

late)

UMIC 103, 113, 114, 115, 116, 120, 120.5

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO DAVID HEWES BUILDING 995 MARKET STREET EARL WARREN

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento August 2, 1946 FILED

in the office of the Secretary of State of the State of California

AUG 27 1946

FRANK M. JOHDAN, Secretary of State

Assistant Secretary of State

DEPARTMENT BULLETIN NO. 282 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Continuation of Civilian

War Assistance Program

Notification has been received that the new appropriation for the continuation of the Civilian War Assistance Program has been signed by the President. The present appropriation is limited to assistance for repatriated citizens of the United States and their children under eighteen years of age and to those civilians who were evacuated from the Philippines and Hawaii. Further instructions regarding assistance, medical care, plans for return transportation to the Philippines, and financial changes will be released as soon as they are received. In the meantime, existing instructions remain effective.

The Civilian War Benefits Program was suspended with the payments for the month of June, which were made early in July, and funds for that program are not yet available. Civilian War Assistance may be granted during the interim period in which Civilian War Benefits are not available.

Very sincerely yours.

Cru Wallenhow

CHARLES M. WOLLENBERG, Director Department of Social Welfare Certified as a Regulation (or as Regulations) of the (Signature

USY 19 103, 113, 114, 115, 116, 120, 120.5

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BLDG. 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEMES BLDG. 995 MARKET STREET EARL WARREN

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR Sacramento August 13, 1946

FILED

in the office of the Secretary of State
of the State of California

AUG 271946

FRANK MOORDAN, Secretary of State

Assistant Secretary of State

DEPARTMENT BULLETIN NO. 283 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Coverage of the Civilian War
Assistance Program During 19146-147

In Bulletin No. 282 (WS) we advised you that the new appropriation act for civilian war assistance had not been signed by the President. We are now sending you additional material, which contains the language of the appropriation act plus some interpretive guides for the administration of the civilian war assistance program, pending the release of additional instructional material which should be ready within the near future.

The labor-Federal Security Appropriation as passed by Congress and signed by the President on July 27, 1946, now contains the following provisions:

"Civilian war assistance: For all expenses necessary, including personal services in the District of Columbia and elsewhere, to enable the Federal Security Administrator, in order to continue during the fiscal year 1947 the Civilian War Assistance program heretofore financed from the Emergency Fund for the President, to provide (a) temporary aid (including medical care by contract, transportation, and other goods and services without regard to section 3709, Revised Statutes, and money payments) to citizens of the United States or their children under 18 years of age who have been interned or stranded, and returned to the United States, or who have been evacuated from any area under the direction of the civil or military authorities of the United States, and (b) for temporary aid to and the return of civilians evacuated from the Philippine Islands or Hawaii to the United States under the direction of the civil or military authorities of the United States during the period from December 7, 1941, to September 15, 1945, \$4,750,000, which amount may be expended by advances or grants of funds or otherwise, to such Federal or other agencies as the Administrator may designate."

Since the new appropriation act provides for the continuation of the civilian was assistance program as heretofore financed from the Emergency Fund for the President, it will, therefore, be possible during the fiscal year 1947 to continue to provide assistance on a needs basis as heretofore, to

(a) repatriates—repatriated American citizens or their children under 18 years, and (b) evacuees—civilians evacuated to the United States from the

231000 9 916 52. 135-1-37 72 16 17 3 10 10 1 CHARTE PLANSON TO THE RELEASE BACKSON OF THE PARTY OF 1 .... VERT FARE CONT THE STATE OF THE were the . " " and the said to be a said to ent and the second Visited to the term of the state of the same nother than the same of the second of the se and the contract of the contra The saline is the contract of forestations, and makes the particular production, as a set the production of the production of the set of the one to the first of the second 2 1 1 1 1 7 7 7 7 7 et la company de la company Carrollo de la company de l tok to be the large of Washington and I to you there are needed and the second of the second o The Salation Charting and Salation and Salation and the Salation Salation Salation Salation (Salation Salation Accepting and incommencement Association (ease of 1.1 octions the new five real conference of the second section is a female , and a signal first of the aware with a feet of the least the last state of the signal and the signal are stated to the signal and the signal are stated to the signal are round the foreign and the state of the state o de la composition La composition de la The state of the s r (f. 19 mortues) began grant for the late to the late of the series of the first of the late of the l TO SEE MANUAL POR LESS OF THE SECOND OF THE OWNER OF THE CONTRACTOR OF THE OWNER OF THE SECOND OF THE OWNER OWNER. en la companya de la compa and the first contract to the second of the second of the second of the second of the second

Philippine Islands or Hawaii between December 7, 1941, and September 15, 1945, without regard to citizenship—pending return to their former homes. In addition, the new appropriation act provides for return transportation to Hawaii or the Philippines, for civilian evacuees. No provision, however, is made for other persons previously covered under the civilian war assistance program, such as aliens in transit to their home countries, persons injured as a result of civilian defense activities, or dependents of persons missing or killed, although if such persons had been receiving civilian war benefits, we understand they will continue to do so. It will be necessary, therefore, to discontinue any cases now receiving civilian war assistance which are not covered in the above appropriation act.

Draft materials which had been prepared, based on the proposed legislation, are now being revised in light of changes in the appropriation language. Similarly, draft material on return transportation to the Philippines which had been prepared earlier, based on plans developed with the former High Commissioner of the Philippines, is now being reviewed by the new Philippine Embassy established after the independence of the Philippines on July 4th. Return transportation to Hawaii or the Philipines, however, should not be authorized until receipt of instructional material on this subject.

# Assistance Plan

In assistance planning the standards set forth in Section 20-85 of the War Services Handbook are generally applicable. Consideration should be given to special needs presented in the individual case situation. Where there are other persons who are essential to the care of repatriated citizens or their children under 18, the needs of such persons required in the rendering of "essential care" may be included as a need of the eligible individuals in determining the amount of assistance to be granted. Referrals to other agencies, and other necessary services may be provided to all repatriates.

Only those resources available to the repatriate or evacuee himself should be considered in determining eligibility. Although resources made readily available by relatives should be utilized, since many repatriates and evacuees have been separated from their families for some time, in general, undue pressure should not be used in attempting to induce relatives to assume financial responsibility. The level of assistance should be adequate to assure the health and well-being of repatriates, and to facilitate their readjustment in this country and their return to self-support as quickly as possible.

Since citizenship must be determined for the repatriate group, the repatriate's passport or the ship's passenger list issued by the Department of State can be used to provide the necessary verification. The requirement that U. S. Citizens or persons owing allegiance to the United States surrender their passports or documents issued in lieu of passports when returning to this country was rescinded by the Department of Justice on May 15, 1946, so that repatriates returning since that date should have passports in their possession. However, if the repatriate does not have his passport, and has no other means of verifying his citizenship, and if Department of State passenger lists are not available, please send us as much identifying information as possible and we will attempt to obtain citizenship information for you from the Passport Division of the Department of State.

# The second second

Element cannot be a control of the c

## Medical Care

Medical care under the civilian war assistance program will continue to be made available through the U. S. Public Health Service, although under the new appropriation act, eligibility for such care, like other forms of assistance, will be based on need. Determination of eligibility for medical care will, hereafter, be made by the local public welfare agency. Since there are major changes in the medical care program, new instructions are being worked out jointly with the U. S. Public Health Service and will be released within a very short time. In the meantime, emergency referrals for medical or dental care can be made for repatriates and evacuees on the basis of need.

In connection with the new appropriation the following significant changes should be noted:

- 1. The new appropriation makes a definite distinction between the definition of repatriates and evacuees. Citizens of the United States or their children under 18 years of age who have been interned or stranded, and returned to the United States, are termed repatriates. Civilians evacuated from the Philippine Islands or Hawaii to the United States under direction of the civil or military authorities of the United States between December 7, 1941 and September 15, 1945, are termed evacuees.
- 2. The appropriation provides for assistance to citizens of the United States and their children under 18 years of age.
  Aliens in transit to their home countries are no longer covered.
- 3. Other persons who are essential to the care of repatriated citizens or their children under 18 may be included as a need of the eligible individuals in determining the amount of assistance to be granted. Under this provision the needs of an alien wife of a U. S. citizen might be included in the family grant if she were essential to the repatriated citizen or the children.
- 4. Eligibility for medical care, like other forms of assistance, will be based on need. You will recall that in the past need was not an eligibility factor for medical care.
- 5. Those cases now receiving civilian war assistance not covered by the above appropriation act must be discontinued. It is therefore necessary that each county welfare department review all active C. W. A. cases in order that those cases covered under the new appropriation countinue to receive assistance.

If any questions arise concerning assistance or medical care to repatriates and evacuees pending the receipt of additional instructional material, please feel free to get in touch with us.

Very sincerely yours,

Onn. Wollenbers

CHARLES M. WOLLENBERG, Director Dopartment of Social Welfare

DEPARTMENT BULLETIN NO. 283 (WS)
Page 3

- Cortified as a Regulation (or as . R lations) of the Oppy of Social (Name of State Agency) (Signature)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS: BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from pages 7 and 8 of the booklet, "Standards for Nurseries for Infants Under Two Years of Age," of the words: "county, and city, and must be endorsed by the local health officer, the State Fire Marshal, and a representative of the State Department of Social Welfare.". This booklet is on file in your office.

These regulations are filed in accordance with Sections 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

mu/clustery

63: 05

FRANKM JORD AN SECRETARY OF STATE STATE OF CALIFORNIA

1316 AUG 27 PM 3 14

SACRAMENTO, CALIF.

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

STATE OF CALIFORNIA

Karl Marren

Covernor

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHA'M 409 Native Sons: Building SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from pages 7 and 8 of the booklet, "Standards for Nurseries for Infants Under Two Years of Age," of the words: "county, and city, and must be endorsed by the local health officer, the State Fire Marshal, and a representative of the State Department of Social Welfare.". This booklet is on file in your office.

These regulations are filed in accordance with Sections 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5

FILED

In the office of the Secretary of State of the State of California

AUG 271946

FRANK MORDAN, Secretary of State

Assistant Secretary of State

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 Native Sons' Building SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet, "Standards for Parent-Child Homes," of the words "city and county" in the first sentence under the subject "Building" on page 6.

This booklet is on file in your office. These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

RECEIVED SACRAMENTO, CALIF. 1946 AUG 27 PMS 14 1946 AUG 27 PMS 14 546 AUG 27 PMS 14 55 ECRETARY OF STATE STATE OF CALIFORNIA Certified as a Regulation (or as Regulations) of the of State Agency) (Signature)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet, "Standards for Parent-Child Homes," of the words "city and county" in the first sentence under the subject "Building" on page 6.

This booklet is on file in your office. These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:05

FILED

In the office of the Secretary of State of the State of California

AUG 271946

FRANKAR. JORDAN, Secretary of State

Assistant Secretary of State

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

Earl Marren Covernor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 UNION STREET SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the minutes of the Social Welfare Board meeting of August 23, 1946, the following action:

> It was moved, seconded, and carried, that the Social Welfare Board adopt the following rule concerning the State's responsibility when complications arise in the course of eye treatment and/or operation undertaken under provisions of Welfare and Institutions Code 3051:

"Any complications which arise while the patient is in the hospital or under the care of the operating surgeon shall be considered the financial obligation of the State and a proper charge against the funds appropriated for prevention of blindness."

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

STATE OF CALIFORNIA SECRETARY OF STATE FRANKM.JORDAN

CHARLES M. WOLLENBERG, Director Department of Social Welfare

1946 AUG 27 PM 3 13 63:b5

SACRAMENTO, CALIF. RECEIVED

Certified as a Regulation (or as Regulations) of the (Signature

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

\*Harl Marren Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

FILED

In the office of the Secretary of State of the State of California

AUG 271946

FRANK M. JORDAN, Secretary of State

IN REPLY PLEASE REFER

SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN

1680 NORTH VINE STREET

LOS ANGELES

MRS. BERNICE H. CHIPMAN

1100 UNION STREET

SAN FRANCISCO

JOHN C. CUNEO

922 J STREET

MODESTO

GERALD C. KEPPLE

135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO JOHN T. MARTIN

1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE

BERKELEY

TO:

Dear Mr. Jordan:

There is of record in the minutes of the Social Welfare Board meeting of August 23, 1946, the following action:

> It was moved, seconded, and carried, that the Social Welfare Board adopt the following rule concerning the State's responsibility when complications arise in the course of eye treatment and/or operation undertaken under provisions of Welfare and Institutions Code 3051:

"Any complications which arise while the patient is in the hospital or under the care of the operating surgeon shall be considered the financial obligation of the State and a proper charge against the funds appropriated for prevention of blindness."

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

LOS ANGELES OFFICE

WASHINGTON BUILDING

311 SOUTH SPRING STREET

(13)

SAN FRANCISCO OFFICE

DAVID HEWES BUILDING

995 MARKET STREET

(3)

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

SAN FRANCISCO JOHN C. CUNEO 922 J STREET

MODESTO

SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN

1680 NORTH VINE STREET

LOS ANGELES

MRS. BERNICE H. CHIPMAN

1100 UNION STREET

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet "Standards for Children's Institutions," of the second paragraph on page 7. This booklet is on file in your office.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5

FRANKM. JORDAN SECRETARY OF STATE STATE OF CALIFORNIA 946

SACRAMICNIUS

Certified as a Regulation (or as lations) of the (Signature) (Date)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

(13)

Harl Marren Governor

STATE OF CALIFORNIA

# Department of Social Melfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet "Standards for Children's Institutions," of the second paragraph on page 7. This booklet is on file in your office.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5

FILED

In the office of the Secretary of State of the State of California

AUG 271946

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

V-taz

a Regulation (or as Certified Regulation of the (Signature)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet, "Standards for Institutions for Aged" of the following material:

Page 14, "Location" - Delete first sentence
Page 14, "Buildings" - Delete first two paragraphs and
accompanying footnote

Page 15, "Fire Safety Regulations" - Delete from second sentence the words, "the requirements of all local fire ordinances as well as"

Page 15, "Fire Safety Regulations" - Delete from first sentence in the second paragraph the words "school or"

Pages 26 to 28, "Standard Equipment" - Delete the entire section

This booklet is on file in your office. These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:05

FILED

In the office of the Secretary of State of the State of California

AUG 27 1946

FRANK M. JOHDAN, Secretary of State

tical

Assistant Secretary of State

Certified as a Regulation (or as lations) of the (Signature)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) STATE OF CALIFORNIA

Harl Marren

Governor

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 August 27, 1946

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. BERNICE H. CHIPMAN 1100 Union Street SAN FRANCISCO

> JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet, "Standards for Day Nurseries," of the last sentence under the subject "Location" on page 11. This booklet is on file in your office.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5

FILED

In the office of the Secretary of State of the State of California

AUG 271946

FRANK MOORDAN, Secretary of State

Assistant Secretary of State

LOS ANGELES OFFICE

WASHINGTON BUILDING

311 SOUTH SPRING STREET

Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14

August 27, 1946

Farl Marren

Governor

SOCIAL WELFARE BOARD

JOHN C. CUNEO 922 J STREET MODESTO

135 NORTH BRIGHT AVENUE WHITTIER REV. THOMAS H. MARKHAM

> JOHN T. MARTIN 1170 SEVENTH AVENUE

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

GERALD C. KEPPLE

409 NATIVE SONS' BUILDING SACRAMENTO

SAN DIEGO

IN REPLY PLEASE REFER TO:

(13) SAN FRANCISCO OFFICE DAVID HEWES BUILDING

995 MARKET STREET (3)

> Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

> > Dear Mr. Jordan:

There is of record in the Minutes of the Social Welfare Board meeting of August 23, 1946, approval of the deletion from the booklet, "Standards for Day Nurseries," of the last sentence under the subject "Location" on page 11. booklet is on file in your office.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

63:b5

SECRE 1946 ANK M. JORDAN RETARY OF STATE STE OF CALIFORNIA W